



**TOWN OF AMHERST, MASSACHUSETTS
FINANCE COMMITTEE REPORT**

and

**RECOMMENDATIONS TO THE
258th ANNUAL TOWN MEETING**

May 2, 2016

7:00 p.m.

Amherst Regional Middle School Auditorium

2016 TOWN MEETING SCHEDULE

Town Meeting Begins:

MONDAY, MAY 2, 2016

The following dates are tentative. Town Meeting will decide each night when the next session will be.

WEDNESDAY, MAY 4, 2016

MONDAY, MAY 9, 2016

WEDNESDAY, MAY 11, 2016

MONDAY, MAY 16, 2016

WEDNESDAY, MAY 18, 2016

MONDAY, MAY 23, 2016

WEDNESDAY, MAY 25, 2016

MONDAY, JUNE 6, 2016

All meetings begin at 7:00 p.m.

Meetings will be held at:

Amherst Regional Middle School Auditorium

**THERE ARE ONLY A LIMITED NUMBER
OF REPORTS AVAILABLE.
PLEASE BRING THIS REPORT WITH YOU.**

TABLE OF CONTENTS

TABLE OF CONTENTS	1
AMHERST TOWN BYLAWS - ARTICLE 1	3
FINANCE COMMITTEE REPORT TO AMHERST CITIZENS	4
CONSOLIDATED RESOURCES/EXPENDITURE SUMMARY FY16	14
ANNUAL TOWN MEETING WARRANT ARTICLES	
ARTICLE 1 Reports of Boards and Committees	16
ARTICLE 2 Transfer of Funds – Unpaid Bills	16
ARTICLE 3 Acceptance of Optional Tax Exemptions	16
ARTICLE 4 Authorization for Compensating Balances	16
ARTICLE 5 FY 2016 Budget Amendments	17
ARTICLE 6 Retirement Assessment	17
ARTICLE 7 Regional Lockup Assessment	17
ARTICLE 8 Other Post-Employment Benefits (OPEB) Trust Fund	18
ARTICLE 9 Amendment to Regional Agreement Assessment	18
ARTICLE 10 FY 2017 Operating Budget	19
GENERAL FUND MUNICIPAL SUMMARY	20
COMMUNITY SERVICES	21
CONSERVATION AND DEVELOPMENT	23
GENERAL GOVERNMENT	24
GENERAL FUND INDEBTEDNESS	26
PUBLIC SAFETY	27
PUBLIC WORKS	29
LIBRARY SERVICES	30
AMHERST ELEMENTARY SCHOOLS	32
AMHERST-PELHAM REGIONAL SCHOOLS	40
WATER FUND	49
SEWER FUND	50
SOLID WASTE FUND	51
TRANSPORTATION FUND	52
ARTICLE 11 Reserve Fund	53
ARTICLE 12 Revolving Fund Reauthorization	53
ARTICLE 13 Capital Program – Equipment	53
ARTICLE 14 Capital Program – Buildings and Facilities	54
ARTICLE 15 Sewer Debt – Amherst Woods Station Road Phase II	55
ARTICLE 16 Capital Program – Debt Repurpose	55
ARTICLE 17 Capital Program – Debt Repurpose Department of Public Works	55
ARTICLE 18 Capital Program – Bond Authorizations	56
ARTICLE 19 Community Preservation ACT Committee	56
ARTICLE 20 Amend Prior Community Preservation Act Authorization	58
ARTICLE 21 Transfer of Custody - Hawthorne Farm Affordable Housing	58
ARTICLE 22 Acquisition of Easements – Pine Street Sidewalk Project	58

TABLE OF CONTENTS

ARTICLE 23	Acquisition of Easements – Triangle and East Pleasant Streets Intersection Project	59
ARTICLE 24	Free Cash	59
ARTICLE 25	Stabilization Fund	59
ARTICLE 26	General Bylaw - Percent for Art Bylaw	59
ARTICLE 27	Zoning – Separate B-L (Limited Business) & COM (Commercial) Districts in Table 3, Dimensional Regulations	61
ARTICLE 28	Zoning – University Drive Rezoning – OP (Office Park) to B-L (Limited Business)	62
ARTICLE 29	Zoning – Cluster Subdivision Issues	62
ARTICLE 30	Zoning – Mixed Use Building Standards and Conditions	64
ARTICLE 31	Zoning Map – 67 Amity Street Zoning Map – 67 Amity Street	65
ARTICLE 32	Historic Preservation Restriction – 67 Amity Street	65
ARTICLE 33	Zoning Petition – Bylaw Amendment Affordable Housing	65
ARTICLE 34	General Petition – Indigenous Peoples’ Day	67
ARTICLE 35	General Petition – Charter Consultant Appropriation	67
ARTICLE 36	General Petition – General Bylaw Single Use Plastic Bag Prohibitions	68
ARTICLE 37	General Petition – West Bay Road Pedestrian Improvements	69
ARTICLE 38	General Petition – Feasibility Study for Repair of Wildwood and Fort River	70
ARTICLE 39	General Petition – Medicaid Reimbursement Appropriation/Bylaw	71
ARTICLE 40	General Petition – UMass Nontaxable Housing for Primary and Secondary Education Costs/Bylaw Amendment	71
ARTICLE 41	General Petition – Kinsey Memorial Garden Preservation	72
ARTICLE 42	General Petition – Removal of Kendrick Park from Facilities Capital Plan	72
ARTICLE 43	General Petition – Resolution for Open Government for Town Meeting	72
ARTICLE 44	General Petition – Resolution re House Bill 2584	73
ARTICLE 45	General Petition – Resolution on Amherst College’s Divestment from Fossil Fuels	73
 APPENDIX:		
	LONG - TERM DEBT SCHEDULE	76
	FY17 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS ALLOCATED TO DEPARTMENTS	77
	GLOSSARY	79

This report does not include recommendations on several articles that you will consider after the budget. The Finance Committee deferred action on them because at the time of publication of this report the articles’ proponents had not presented final versions of the articles to the committee. The committee will issue a second report that will be available at a Town Meeting session and on the Town’s web site.

AMHERST TOWN BYLAWS - ARTICLE 1

RULES OF ORDER FOR TOWN MEETING

1. **CONSENT CALENDAR.** At least five business days prior to the opening of the first session of the Annual Town Meeting or any Special Town Meeting, the moderator shall propose to all members a "Consent Calendar" listing all articles and budget areas which, based on the records of recent town meetings, the moderator deems to be non-controversial. At the first session of the meeting, at the request of any five members present, any article or budget area shall be removed from the Consent Calendar so that it can be debated and voted upon in accordance with the provisions of these Rules of Order. All items remaining in the Consent Calendar shall then be voted upon by a single vote without debate.

2. Any motions shall be in writing if requested by the moderator.

3. Any question may be divided on call of a member when the sense will admit of such division.

4. **GREEN AND RED CARDS DURING DEBATE.** To assist the moderator in shaping an orderly and equitable debate, green and red cards shall be used by members to indicate a desire to speak for or against the current motion on the floor. A desire to speak without advocacy or to ask a question shall be indicated by a raising a hand without a green or red card.

5. When a question is under debate, the moderator shall receive no motion but to adjourn, to dismiss, for the previous question, to postpone for a day certain, to commit, or to amend, which several motions shall have precedence in the order herein mentioned. The meeting shall not vote to dismiss an article without having heard a voter speak in its favor, unless no one seeks to do so.

6. Following a motion under any article, the Moderator shall first recognize the proponent thereof to speak for up to five (5) minutes in favor of the motion, or with leave of Town Meeting, for additional time. Thereafter, and in the absence of leave of Town Meeting granting additional time, each subsequent speaker shall be limited to three (3) minutes. No person shall speak more than twice on the same subject, without leave of the meeting, except to raise a point of order or to answer a question.

7. When two or more motions are made with regard to the same subject relating to sums of money, numbers or times, the question shall first be put upon the largest sum or number, and the longest time.

8. **VOICE VOTES, ELECTRONIC VOTES, TALLIED VOTES, AND STANDING VOTES.** All votes unless otherwise provided for by law shall in the first instance be taken by 'ayes' and 'noes' voice vote.

If any member questions the voice vote, or if a four-fifths or nine-tenths vote is required by statute and the vote is not unanimous, or if the Moderator is in doubt, the procedure in either 8.a. or 8.b. shall be followed.

8.a. Procedure if Electronic Voting is available: An Electronic Tally shall be taken. For an Electronic Tally, the Clerk will record the name and vote of each member, along with the total received ayes noes and abstentions. This vote shall be determinative of the question. Each member shall cast his/her own vote only.

8.b. Procedure if Electronic Voting is not available: The vote shall be taken by a counted standing vote unless, within a short but reasonable period of time following the voice vote, which period of time shall be fixed by the moderator, any member requests a tally vote and if 14 members manifest their concurrence with that member, in which case the vote of each member shall be tallied by the use of a color-coded (green for aye, red for no) card. Each such card shall bear the member's name and indicate his/her vote. Each member shall cast his/her own vote only. Such cards shall be collected and counted by the tellers, which count shall be determinative of the question.

9. A vote may be reconsidered only on motion of a member who did not vote with the minority. When a motion for reconsideration is decided that decision shall not be reconsidered, and no question shall be twice reconsidered.

10. A motion to dissolve shall be debatable, but a motion to adjourn to a day certain shall not be debatable.

11. No motion to dissolve a town meeting shall be in order until every article in the warrant therefor has been acted upon.

12. A registered voter of the town who ceased to be an elected town meeting member upon election as chair of the finance committee and who subsequently ceases to be a town meeting member at large upon ceasing to be chair of the finance committee shall be a town meeting member at large for a period ending on the date of the next annual town election.

13. After 10:00 PM, and in the absence of a majority vote of Town Meeting so permitting, no motion under any article other than the article then under debate may be made.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Executive Summary

Amherst is in good financial condition, thanks to careful planning and sound management, but faces major challenges in the years ahead. In recent years, the Town adopted budgets supported by revenues, rebuilt its reserves, and borrowed responsibly to support critical capital needs to maintain its infrastructure. This has enabled the Town to provide the schools, libraries, and municipal services that residents value. Amherst has earned Standard & Poor's second-highest long-term rating of AA+, which allows the borrowing of needed funds at very low interest.

However, the Town also faces some significant challenges:

- Revenues will rise in the next two years at an estimated rate of less than 3% annually. With costs likely to increase at a greater rate, it will be difficult to maintain current services.
- Our largest expense is our schools, which face declining enrollments and an increasing student population of children with disabilities, from low-income families, and from families where English is not the first language.
- We have significant capital needs, including replacement of the 85-year-old Central Fire Station, replacing or renovating two 40-plus-year-old elementary schools, major renovation and/or additions to the Jones Library, and replacement of the antique, woefully inadequate Department of Public Works' headquarters. In addition, the Town has a multi-million-dollar backlog of road repairs.
- We have a huge obligation to pay future health costs of Town, School, and Library retirees and have put very little aside to meet that obligation.

Adopting a budget is one of Town Meeting's most important responsibilities. That happens with approval of budget articles proposed by the Finance Committee, capital articles presented by the Joint Capital Planning Committee, and any petition articles requesting use of Town funds. In its deliberations, Town Meeting should consider the needs of residents for essential services from our schools, library and municipal government, as well as the Town's long-term financial stability, so that these services remain available to our community in future years. Financial decisions must also be made with an awareness that our Town's real estate taxes are already high, relative to other towns across the state. This report provides the Finance Committee's recommendations regarding the budget and the other articles to be considered during the Annual Town Meeting.

The Fiscal Year 17 budget is proposed in Articles 6-18. The amount from taxation, local aid and other sources supporting the General Fund budget total is \$74,650,435, a 3.5% increase from the present year. The amount from the four enterprise funds is \$9,903,004.

This is essentially a "level services" budget. It will continue existing school, municipal, and library services with minor modifications. The largest expense is to employ the talented and dedicated people who teach our children, protect our health and safety, maintain our roads and parks, provide a first class library, and do all of the other jobs needed to make our community work for everyone now and in the future. Increasing costs of health care for employees and their families is a budget challenge for many employers. With the cooperation of our employees, the Town administers a self-insured medical plan that is extraordinarily well managed, provides quality coverage, and has enabled the Town to keep premiums the same for four years. Once again, no increase is needed for FY17, but we expect premiums will rise in future years.

Our largest revenue source is local property taxation. The 4.2% increase for FY17 is due to the allowable 2.5% increase in taxation plus a 38.9% increase in "new growth," which comprises taxes on new construction and additional taxable personal property.

The second largest revenue source is local aid from the Commonwealth. We present a budget that projects modest increases for our largest categories of state aid, Chapter 70 (education) and Unrestricted General Government Aid. We expect state aid in FY17 totaling \$15,234,864, a 3.9% increase from the current year.

The budget does not include money received as grants and spent according to the grant requirements. The Town seeks grants to support priorities and extend the scope of what it can do on our behalf. For instance, Amherst has once again qualified as a mini-entitlement community and, for the federal fiscal year beginning Oct. 1, 2016, will receive \$825,000 in Community Development Block Grant money. Of that, \$165,000 – the maximum allowed under the law – will be used for social services, plus \$20,000 in Town funds, for a total of \$185,000, the same as in the current year. (See Community Development Block Grant section below.) In FY15, when CDBG money was unavailable, a total of \$125,000 was spent from the General Fund for contracted services from social service agencies and for the Town's own Emergency Funds Program.

Because cuts at the federal level affect the state, there will be ongoing limitations on the state's capacity to assist the Town. We cannot project significant growth in state aid in FY18 and FY19. The structural deficit that results from costs increasing at a rate greater than revenues will likely stress our ability to support current programs in the future. The underfunded health care obligation to our current and future retirees adds to this concern. We need to remain vigilant about controlling costs and continue to make difficult choices about what services are most essential, and we must pursue all reasonable opportunities to generate new revenue. Amherst is fortunate to have boards, committees, and staff who work together and develop policies and priorities for operating and capital budgets through the Budget Coordinating Group and the Joint Capital Planning Committee.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Duties of the Finance Committee

The bylaws of the Town of Amherst require the Finance Committee “to investigate all proposals in the articles of the warrant for any town meeting that shall in any way affect the finances of the town and to recommend to the town at the time of said meeting a course of action thereon, and in general to make recommendations to the town in regard to any financial business of the town.” This report, including any supplement to be distributed after Town Meeting convenes, is in partial fulfillment of our responsibility to the 258th Annual Town Meeting.

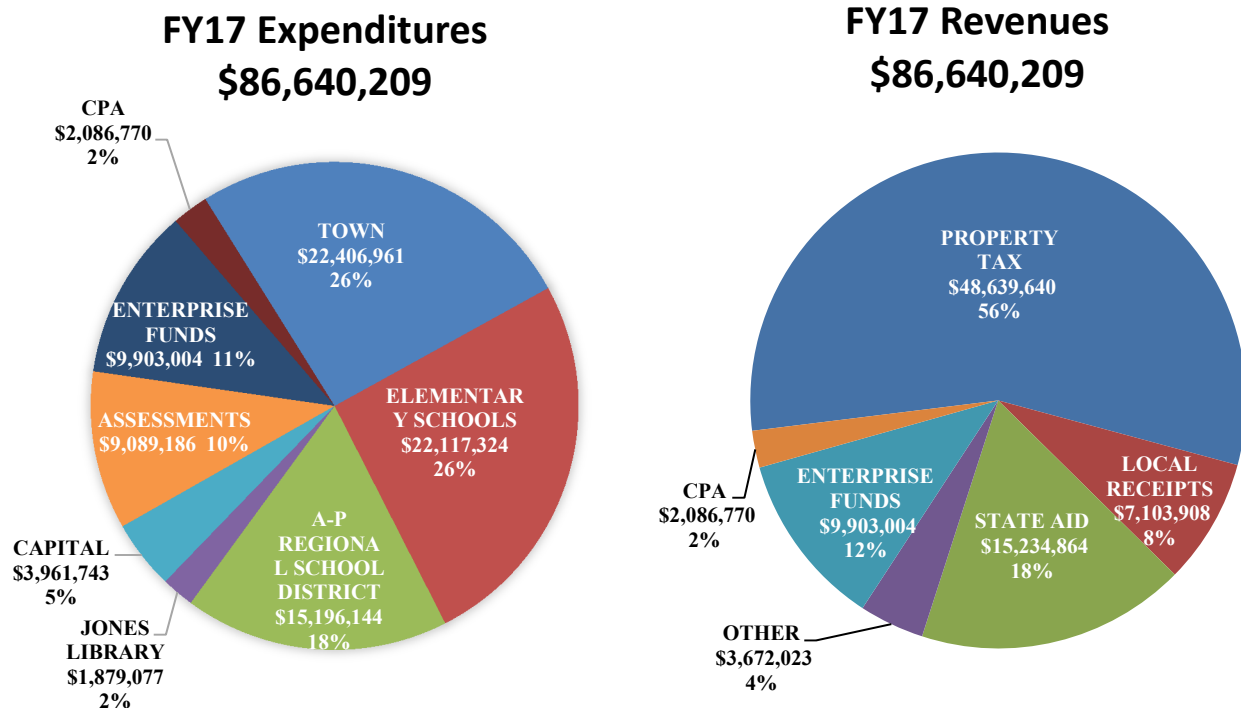
Budget Presentation

Resources

Money for the Town to pay for its schools, libraries, and municipal services comes primarily from local revenues. The next largest source of money is state aid. A much smaller amount comes from the federal government and other miscellaneous sources.

Local taxes and fees are stable and predictable. The largest source is the property tax. A 1980 state law passed by voter initiative, commonly known as Proposition 2½, limits its growth. Without an override of that law, the amount the Town can levy each year is limited to 2.5 % over the previous year's levy limit, plus the amount that reflects new growth in the tax base. The amount of revenue from new growth varies, depending upon the economy and the amount of new residential and commercial construction. From 2000 through 2008 the average annual taxation from new growth was \$600,000. That dropped to \$367,924 in FY11, rebounded to \$473,730 in FY12 and \$504,145 in FY13, decreased in FY14 to \$455,075, grew considerably to \$707,541 in FY15, and in FY16 dropped back to \$612,000. The assessor advises us to expect \$850,000 in additional tax revenue from new growth in FY17. The Community Choices Facilitation Committee Report from 2009 concluded that new development was part of an essential strategy for long-term financial stability for the Town. For that reason, the Finance Committee considers responsible growth as part of fiscal policy when it decides whether to support Articles about development and zoning.

Figure 1

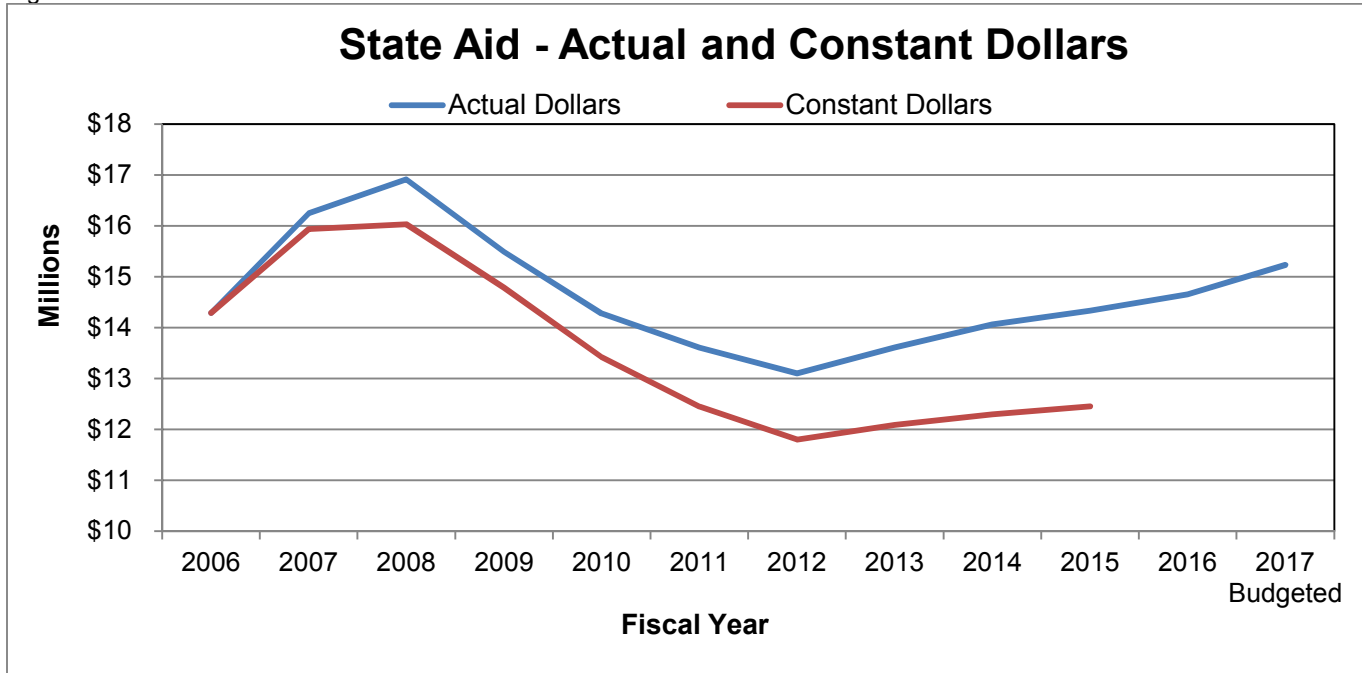


FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

State aid, in contrast, can be quite volatile from year to year. Figure 2 shows this volatility and Figure 3 depicts how the decline of state aid in different years has resulted in a corresponding increase in the property tax burden to support Town services. In the current year, FY16, state aid is \$14,656,286, up 2.4% from \$14,308,850 in FY15. As recently as 2008, state aid was \$16,917,170. The decrease since then is even greater when inflation is considered.

For FY17 we are expecting total state aid of \$15,234,864, an increase of \$578,578, or 3.9%, above FY16 aid. The exact amount will not be known until the state House and Senate approve their versions of the state budget and Governor signs a final version, typically in late June.

Figure 2



Local receipts and other funding resources comprise a number of separate fees, taxes, and grants. The amount reported on the Consolidated Resources/Expenditures Summary on pages 14 and 15 includes amounts from the three largest categories: Ambulance Fund receipts, Motor Vehicle Excise Taxes, and Enterprise Fund reimbursements for management and administrative expenses.

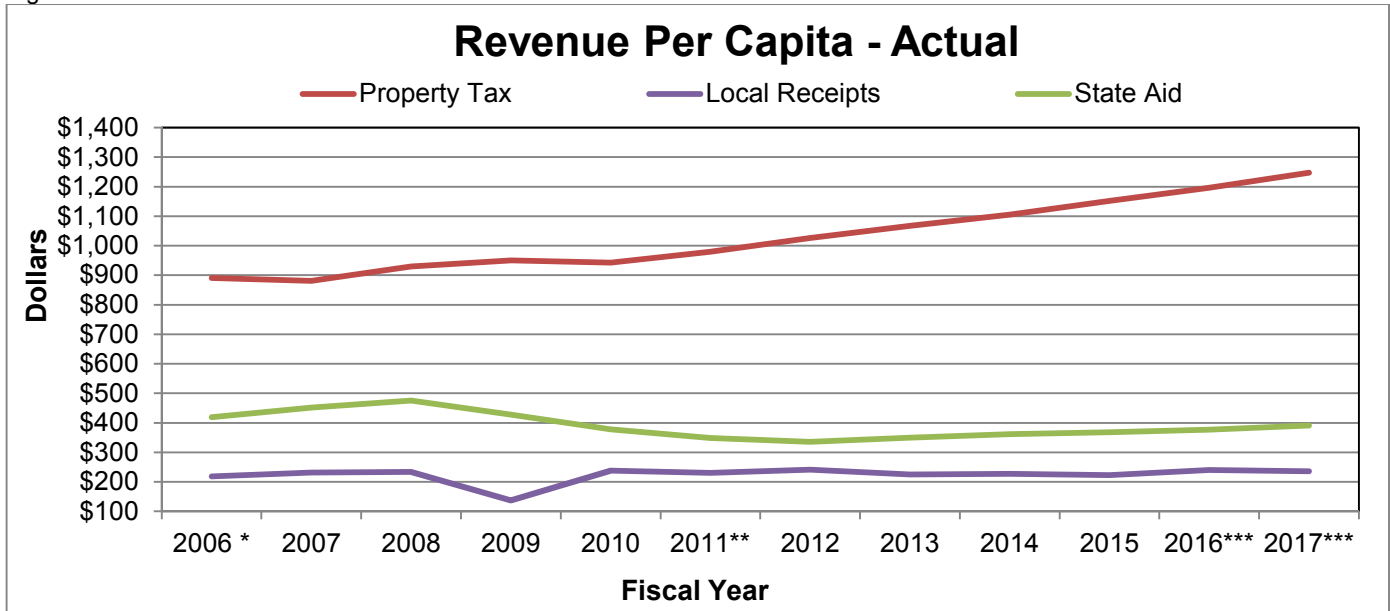
	FY16	FY17	Net change	% change
Ambulance Fund	\$2,515,292	\$2,594,380	\$79,088	3.1%
Motor Vehicle Excise	\$1,624,290	\$1,663,779	\$39,489	2.4%
Enterprise Fund reimbursements	\$1,076,427	\$1,077,643	\$1,216	0.1%

Recent year trends

When the recent recession began in 2007, state aid was reduced and the Town had to make difficult budget decisions. The reduction in state aid also increased our reliance on property taxes and fees to support essential services. We redefined what we considered to be the essential services that must be provided and sought ways to be more efficient in our programs and services. The number of Town employees was reduced. Voters passed a Proposition 2 ½ override in 2010, recognizing that only they could assure the continuation of core services. Four times as much was saved by eliminating programs and services and adopting more efficient ways to provide service, than the additional revenue produced by the override. The combined strategy enabled us to continue to provide quality, essential services. We were also able to continue some staff, programs and services with grant funds.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Figure 3



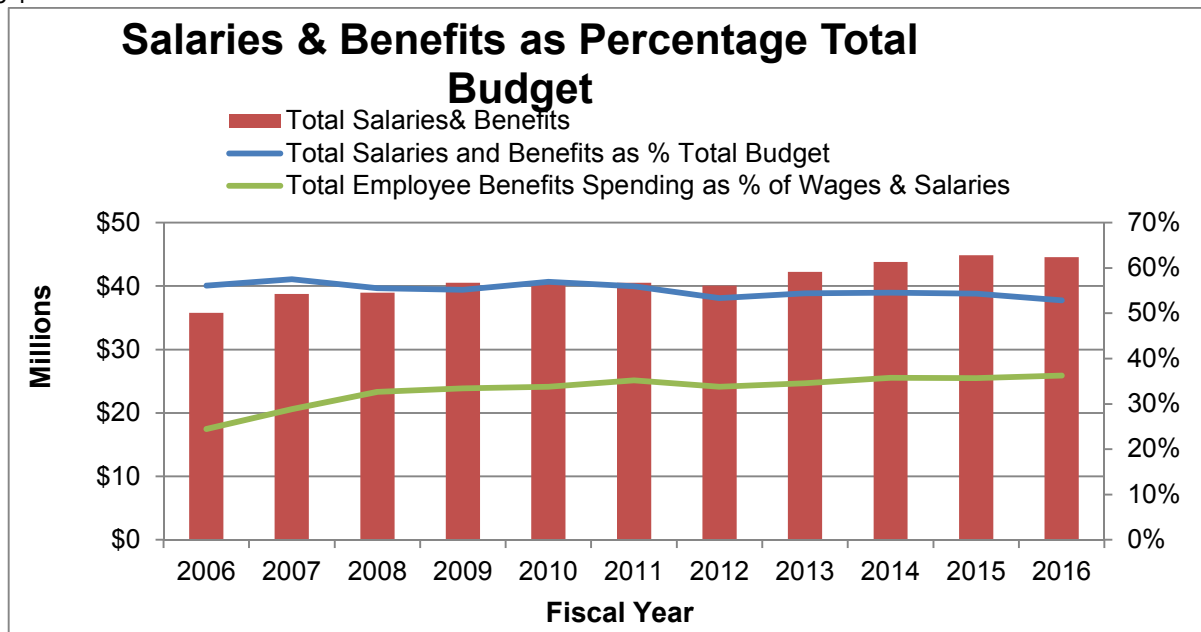
* A \$2,000,000 override was approved by voters in March 2004 that was added to the tax levy over a 2-year period in FY05 and FY06.

**The \$1,680,000 override approved in March 2010 increased property tax bills beginning in FY11 (July 2010 - June 2011).

*** Estimates

Revenues from the property tax have increased by the allowable limits of Proposition 2 1/2 and were further increased in 2005 and 2011 via voter-approved referenda. Local receipts have also increased due to increased reliance on user fees to fund certain Town services such as LSSE. State aid has fluctuated and is still below its peak of FY08 levels.

Figure 4



Total salaries and benefits as a percentage of total budget has continued to be level for the past ten years. Total benefit costs as a percentage of wages and salaries has increased from 24.45% to 35.68% of wages and salaries over the past ten years, but all of that increase occurred prior to 2009. The rapid increase was primarily the result of increased costs of providing health benefits to municipal employees. Total Salaries and Benefits spending was flat from 2009 to 2012 and has increased in the past two years. Over the past five years, the average increase has been 2%. The long term trend is uncertain, despite some success to control the increase of health insurance costs.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Community Development Block Grant (CDBG)

A Community Development Block Grant (CDBG) will be an important source of funding for certain Town projects and services in the coming year. Neither Town Meeting nor the Finance Committee has any role in determining how those funds are spent, but we want here to explain the process and the spending plan.

Due to the Amherst community's "high statistical indication of need, poverty rate and size," for four years Amherst qualified as one of ten Massachusetts mini-entitlement communities receiving CDBG funding through the U.S. Department of Housing and Urban Development (HUD). That status was lost for the federal fiscal year that began in September 2013. In 2015 the Town once again qualified and received \$825,000 in CDBG money beginning in September 2015. The same amount will be received beginning in September 2016. These funds are for projects, programs, and services that improve the lives of Amherst's low- and moderate-income residents (defined as individuals or families whose annual income does not exceed 80% of the Area Median Income as determined by HUD).

Over the winter, the CDBG Advisory Committee held a public hearing to receive comments on strategy, priorities for funding, and target areas for projects; received proposals; prioritized them; and held another public hearing. The Committee's recommendations were sent to the interim Town Manager, who submitted the final proposals. Projects totaling \$535,000 will include renovations to the Bangs Community Center restrooms, Boltwood Walk barrier removal, HVAC equipment for the new John P. Musante Health Center in the Bangs Center, handicap accessible upgrades to one housing unit at Watson Farms, and bathroom window replacements at Chestnut Court. Social Service agencies that will receive a total of \$165,000, the maximum allowed by law, are the Amherst Survival Center, Family Outreach, Big Brothers Big Sisters, Amherst Boys and Girls Club, and the Literacy Project. (In addition, \$20,000 is in the Town budget for the Town's emergency funds program.) The remainder of the CDBG grant will be spent to administer it.

Spending

The recommended expenditures from the general and enterprise funds for FY17 are presented in the discussions of Articles 6-18 and explained elsewhere in this report. These recommendations adopt budgets presented by the Town Manager, the Superintendent of Schools, and the Library Director and reviewed by the Finance Committee. The School Committees and Library Trustees have approved the School and Library budgets. The priorities reflect the input from the Budget Coordinating Group and the determination of capital expenditure priorities of the Joint Capital Planning Committee. The amounts and the specific expenditures are reasonable, necessary, and responsible.

This budget is essentially a "level services" budget. It will continue school, municipal, and library services presently offered with minor modifications that are in the normal course of administering these programs. Establishing new priorities for tax-supported programs is difficult in light of the structural deficit in the projections for the years ahead. The Police and Fire Departments are minimally staffed to address our needs. The Department of Public Works is struggling to meet our expectations for adequate roads. The Senior Center is insufficiently staffed to truly address the needs of a growing elderly population within the Town. The schools have cut programs, asked families to pay fees, and encouraged students to raise funds for after-school programs. The libraries have cut back on temporary fill-in staff, continued to limit hours, and maintain a material acquisition budget that does not truly meet our needs.

The interim Town Manager and Select Board, Superintendent and School Committees, and the Library Director and Trustees used their expertise to make decisions about what to include in these spending plans and what to omit from them. The Finance Committee reviewed these proposed budgets and found them to be thoughtful, reasonable, and responsible. Any additional program or capital initiative will be supportable only at the expense of current programs.

Projections for FY17 and beyond

Revenue from property taxes is reasonably predictable, but revenue from state aid can be and has been volatile. The Governor and Legislature understand the importance of aid to cities and towns but are constrained by state revenues and expenses they cannot control. The state relies on federal funds to support a variety of programs. If federal funding is cut for any of these programs, the Legislature and Governor will need to consider those needs along with the needs of cities, towns, and schools. We hope that the Legislature will prioritize functions provided by local communities. We project state aid for FY17 to increase by 3.9% from FY16. We can project only a very small increase in state aid for FY18 and FY19, no more than 1.8%. Local tax growth is limited to 2.5% plus new growth, which is restricted by the exhaustion of areas available for new development and our concerns about conservation and allowing only development consistent with community values. Revenue from all sources is estimated to rise by no more than 3.5% in FY17, and by slightly less in FY18 and FY19.

Costs to maintain programs will increase. It is highly unlikely that we will continue to have successive years of no increase in employee health premiums. We have benefited from very low inflation in recent years, but that may not continue. A pattern of increases in cost that is greater than the increases in revenue constitutes a structural deficit. That remains a concern. In addition, we have an obligation to pay for the health care costs of our present and future retirees. In Article 8 we recommend appropriating \$300,000 to the Other Post- Employment Benefits Trust Fund, much less than what should be annual

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

contributions towards paying down this large and growing future liability. See discussion of Other Post-Employment Benefits (OPEB) below.

The Capital Budget

The Town's Financial Policy specifies that the annual budget should include a Capital Program that includes debt service obligations and cash-funded capital projects funded from current revenues in an amount equal to at least 10% of the estimated property tax levy. This policy recognizes that it is essential to maintain and improve our infrastructure, including our school, town, and library buildings and the equipment required to provide services, as well as to invest in recreation fields and facilities, open space, and other Town priorities. When the policy was adopted in 2008, only 7.2% of the tax levy was allocated for that purpose. The allocation decreased to as low as 5.64% in FY11. In FY16 we used 7.5% of tax levy for capital projects recommended by the Joint Capital Planning Committee (JCPC). The plan is to use 8% of the levy in JCPC's recommendations for the FY17 Capital Program in Articles 13-17. The JCPC has further recommended that the capital budget increase by 0.5% annually in coming years until the goal of 10% is reached.

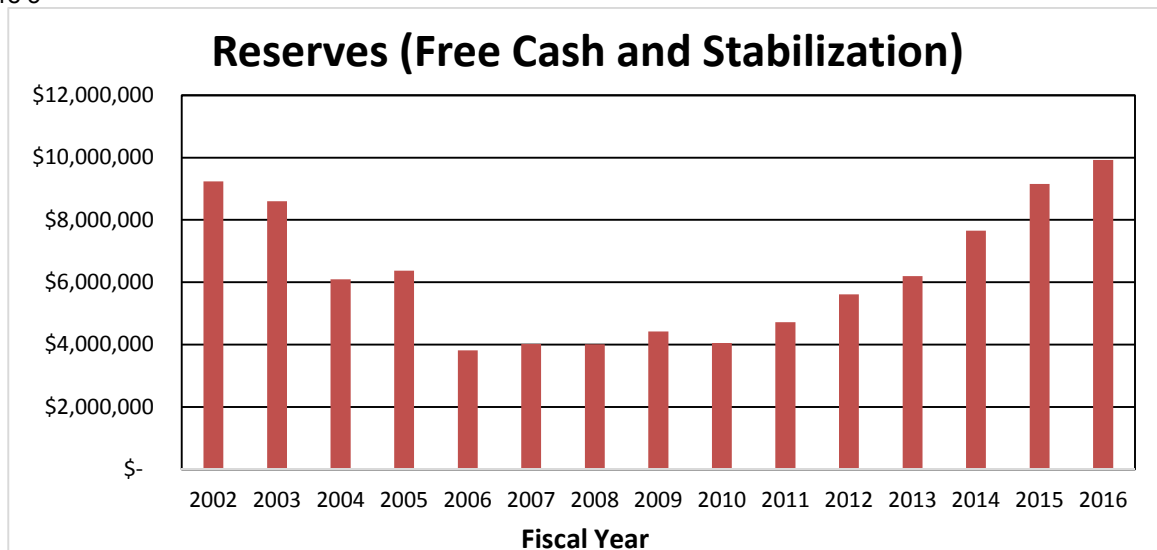
Reserves

Town financial policies adopted in January 2008 state that "reserves, including the combined balance of Free Cash and Stabilization Fund, should be maintained at 5 - 15% of general fund operating revenues." The primary objective of the Town's reserve policy is to provide the Town with the flexibility to sustain service levels despite the adverse financial impacts of economic downturns and unforeseen and extraordinary expenses. This goal is a widely accepted measure of good financial standing and a key factor in Amherst's bond rating. As of July 1, 2015, the beginning of the current fiscal year, Amherst's certified Free Cash was \$4,322,441 and the Stabilization Fund was \$5,603,245, for total reserves of \$9,925,686, 13.8% of general fund operating revenues.

In 2015, Standard & Poor's (S & P) reviewed Amherst's bond rating and reaffirmed it at 'AA+' with a "Stable" outlook, based on the Town's strong budgetary performance, "very strong management conditions," and strong budgetary flexibility, with reserves well over 10% of general fund operating revenues. S & P also noted favorably that the Town has begun to fund its OPEB liability. As a result of the AA+ rating, the Town saves on interest expenses for bonds when it needs to finance projects. The bond rating reports recognize Amherst's good financial management and reserve levels.

Because of the uncertainty about state aid, the cyclical nature of our economy, and the need in the near future to invest in large capital projects, we must maintain adequate reserves. Our policy about reserves had been to build the balance in the recovery period and the "up cycle" of economic swings and to spend the reserves in the next "down cycle." In 2009, the Finance Committee recognized that reserves cannot support ongoing services but identified two circumstances that would justify the Town doing so: (1) to implement bona fide plans to move toward models of service provision that would provide net savings to the Town in the future while providing acceptable levels of service, and (2) to leverage outside revenue in order to maintain existing core services. Given the revenue projections for the next several years, our desire to achieve stability in Town, School, and Library programs, our need to assure sustainability without asking voters to consider another override, and the benefit of maintaining our sound financial standing, no reserves should be used for the FY17 operating budget.

Figure 5



FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Other Post-Employment Benefits (OPEB)

Amherst and other governmental units, municipal and state, have promised to pay for the healthcare costs of employees and their dependents after they retire. That promise is considered as an "Other Post-Employment Benefit" by the body that sets the rules for audits of governments, the Government Accountability Standards Board (GASB). While governments are not required to fund this obligation, they are required to report it in the annual financial statements. The most important amount to monitor is the unfunded accrued actuarial liability. We are required to have an independent actuary value that liability biennially. The most recent reports were for June 30, 2014, and June 30, 2012. Between those two years, the amount increased from \$93.7 million to \$94.1 million. Another actuarial valuation is underway as of this writing, with the report due in June.

At the Fall 2010 Special Town Meeting, we established an OPEB Trust as an essential part of our long-term strategy for meeting this obligation. In fall 2012, and spring 2013, Town Meeting appropriated a total of \$1,015,562 in one-time money for the OPEB Trust Fund. The 2014 Annual Town Meeting appropriated \$100,000 as the first of regular annual appropriations to the OPEB Trust Fund, with another \$200,000 appropriated a year ago. Article 8 on this year's warrant would appropriate \$300,000. The Water and Sewer Enterprise Funds include OPEB payments toward their obligation, as they did in the FY14, FY15, and FY16 budgets. An OPEB contribution was included in the Transportation Enterprise Fund budget for FY16 and will be again for FY17. For the past several years Medicare Part D reimbursements to the Town have been transferred to the OPEB Trust, which currently totals \$2,645,219. It is significant that we have started to fund the trust, but we have a long way to go and should continue to make these transfers to the OPEB trust to meet this long-term obligation. If we do not develop a policy to do so, our credit rating and cost to borrow funds will be affected.

The Amherst-Pelham Regional School District has its own OPEB obligation and has begun to fund it in the current Fiscal Year. The Town of Amherst pays its share through its assessment for the Regional School budget. The OPEB obligation for the Town and Regional Schools is another reason why we must carefully plan the budget and evaluate the Town's highest priorities.

Budget Process

The development of budgets takes place throughout the year. The Select Board establishes policy guidelines and priorities to assist the Town Manager as he develops the budget for the Town's municipal functions. The Amherst School Committee and the Library Trustees provide similar guidance for the Superintendent of Schools and the Library Director. The various administrators confer with department heads, boards, and committees to develop specific budget proposals which they feel will best meet the needs of the Town, Schools, and Libraries for the next fiscal year consistent with the resources available. The Amherst-Pelham Regional Schools use the same procedure.

In October, the Finance Director presented financial projections to the elected boards and committees and the Finance Committee. This provided guidance about the level of resources that would be available for the coming year. The Finance Committee used the information to develop preliminary budget guidelines for spending. In October, the Finance Director projected that the budget for FY17 would be balanced if state aid increased by 2.1% and Town support for operating budgets increased by 2.5%.

In November, the Finance Committee issued preliminary budget guidelines asking the Town Manager, Superintendent, and Library Director to develop budgets with increases of 2.5% in Town support and asked the Joint Capital Planning Committee to propose capital expenditures totaling 8.0% of the property tax levy. The committee must always make an assumption about state aid when it issues the budget guidelines.

The Interim Town Manager presented a proposed municipal budget to the Finance Committee and Select Board in January. The committee received budgets for regional and elementary schools and for the libraries. The Finance Committee spent the next months reviewing the budgets, asking questions, and hearing comments. The Budget Coordinating Group (two members each from the Select Board, School Committee, Library Trustees and Finance Committee, the Town Manager, Superintendent of Schools, Library Director, Finance Director, and the Director of Finance and Operations for the Schools) reviewed the budgets and offered valuable input to the committee. The Finance Committee met with the Superintendent twice, and one of its members attended all budget meetings of the School Committee and its Budget Subcommittee. Another member was liaison to the Library Trustees. The Library Director, Town Manager, and the directors of town departments met with the committee to present their budgets and answer questions.

For the past several years the four towns in the Amherst-Pelham Regional School District have been assessed their share of its budget according to a five-year rolling average of student enrollment, as stated in the Regional Agreement. Because this method deviates from the state-determined assessment method factoring in property values and income levels, it required annual support from all four Town Meetings. Currently, the state-determined assessment method would favor the Town of Shutesbury, and its representatives have indicated unwillingness to continue supporting the five-year rolling average

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

enrollment method. As a temporary compromise, for FY17 the assessment for member towns will be based 90% on average enrollment and 10% on relative property values. This would mean a 2.5% increase for Amherst's assessment, a 7.31% decrease for Pelham, a 3.92% increase for Leverett, and a 2.71% increase for Shutesbury. Total assessments increase by 2.00%. Since this temporary assessment method also deviates from the state method, it, too, must be agreed to by all four Town Meetings. For Amherst, it appears as Article 9 on this warrant.

The Joint Capital Planning Committee (JCPC) examined requests for capital spending in the coming year within the context of a five-year capital spending plan. Assuming use of 8.0% of the tax levy, it then made recommendations to the Finance Committee, the Select Board, the School Committee, and the Library Trustees, all of whom are represented on the JCPC. The Finance Committee reviewed the JCPC recommendations, which are presented in Articles 13-17.

The Town Meeting will consider these recommendations at the Annual Town Meeting. The budget voted by Town Meeting will become the plan of action for the following fiscal year (July 1, 2016, through June 30, 2017). The budget will be monitored and evaluated so that experience with it can guide future budget decisions.

Spending articles

The operating budget for the Town as a whole makes up Article 10 of the warrant for this Annual Town Meeting. The budget is divided into sections covering five separate municipal functional areas, the elementary schools, the Regional School assessment, library services, each of four enterprise funds, and debt service. For each functional area, a motion will be made proposing the total amount to be spent. In all cases, Town Meeting will be able to discuss individual budget lines within the functions.

Most capital spending appears in separate articles, as does funding for Community Preservation Act projects. Capital spending of the enterprise funds appears in their operating budgets. The same is true of the Regional Schools.

Town Meeting Procedures

Any member of Town Meeting who wishes to propose an amendment to an operating budget motion may do so by moving to increase or reduce the amount of an appropriation that has been moved. Anyone proposing to amend the operating budget should tell the Meeting what the amendment is intended to accomplish. However, the subject of these articles is the appropriation of money, not the day-to-day administration of the Town. Responsibility for running the affairs of the Town rests with the Select Board, School Committee, Library Trustees, and appointed officials. Town Meeting members are asked to provide four written copies of motions to amend budgets and give one copy each to the Moderator, the Clerk, the chair of the Select Board, and the chair of the Finance Committee.

The issues covered under each motion may be complex, especially in sections of the budget that are supported by a variety of revenue sources. Town Meeting members who want to make an alternate motion or amendment are encouraged to seek assistance from the Moderator, a member of the Finance Committee or the Select Board, or an appropriate staff person prior to introducing the amendment.

If a Town Meeting member wishes to propose an increase in the operating budget, he or she should be aware that a source of funding would have to be found to cover the increase. This could be a reduction made elsewhere in the budget or the use of reserves. In general, the amounts of money stated in the separate spending articles cannot be increased significantly on the floor of Town Meeting. If you have questions about this, please consult with the Moderator.

Non-budget Articles

The Finance Committee meets with staff or petitioners to hear a presentation on the purpose of non-budget Articles and investigates financial costs, benefits, and implications. If an Article has no apparent financial implications for the Town, the committee takes no position. If it identifies a financial implication, the committee decides whether to support the Article and provides its reasons within this report.

Appreciation

The process of creating a spending plan within the limitation of available funds is always a challenge. It is never easy to create a budget that enables our schools, town, and library to provide excellent services within the confines of available resources. A great many officials, both appointed and elected, have worked to develop this budget. The Finance Committee respects the efforts of all of the people responsible for creating budgets. Their jobs were made particularly difficult by the sudden and very sad death of Town Manager John B. Musante in September 2015. Assistant Town Manager David Ziomek

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

took over the municipal-budget-preparation duties of Town Manager, aided by former Finance Director Sanford Pooler. Immediately after presentation of the FY17 municipal budget in January, Pooler left for a new job with the Town of Arlington. Since then, Comptroller Sonia Aldrich has attended all Finance Committee meetings, provided support to the committee, and given us expert advice and a wealth of timely and useful information, in cooperation with Treasurer/Collector Claire McGinnis. Temporary Town Manager Peter Hechenbleikner took over from Ziomek in January to continue shepherding the municipal budget through this process. Library Director Sharon Sharry and School Superintendent Maria Geryk provided budgets and supporting information, and they met with us to provide explanations and answer questions. Sean Mangano, Director of Finance and Operations for the schools, provided essential information. The Select Board, Regional and Amherst School Committees, and the Jones Library Trustees reviewed and approved budgets as required by their own procedures and the laws and regulations that affect their areas of responsibility. They did so cooperatively with us so that we could present a comprehensive budget. We also thank those who served on the Joint Capital Planning Committee and the Budget Coordinating Group. Many staff members representing all parts of Town government have given us their time and expertise. We thank them all. Maria Racca has talents for data analysis and report publication that are indispensable to the Committee. Staff of the Town Manager's office provide support, keep us organized, and up to date as new Town Meeting information becomes available.

If you have questions as you prepare for the May 2 Annual Town Meeting, we invite you to submit them in advance of the meeting to fincom@amherstma.gov. If possible, we will respond before or during the session.

Finance Committee Members:

Stephen Braun (413) 559-7992
Bernard Kubiak (413) 259-1285
Kay Moran, Chair (413) 549-5767
Timothy Neale (413) 345-1671
Janice Ratner (413) 253-7214
Anurag Sharma (413) 549-1542
Marylou Theilman, Vice Chair (413) 253-7980

13
FINANCE COMMITTEE REPORT - FY17

This Page is Left Intentionally Blank

14
FINANCE COMMITTEE REPORT - FY17

CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

	FY 17 General Fund	FY 17 Community Preserv. Act	FY 17 Water Fund	FY 17 Sewer Fund
REVENUES				
Property Tax	48,639,640	920,000	0	0
Local Receipts	7,103,908	0	4,285,678	4,150,158
State Aid	15,234,864	184,000	0	0
Other Financing Sources	3,672,023	982,770	0	0
TOTAL REVENUES	74,650,435	2,086,770	4,285,678	4,150,158
EXPENDITURES				
<u>OPERATING BUDGET</u>				
Town	22,406,961	0	2,907,541	2,805,171
Elementary Schools	22,117,324	0	0	0
A-P Regional School District (Assessment)	15,196,144	0	0	0
Jones Library (Tax Support)	1,879,077	0	0	0
Subtotal OPERATING BUDGET	61,599,506	0	2,907,541	2,805,171
<u>CAPITAL BUDGET</u>				
Debt Service - Debt Exclusion	76,709	0	0	0
Debt Service - Current	1,914,319	313,355	355,100	378,610
Debt Service - Projected	42,100	0	0	0
Cash Capital (Tax Support)	1,928,615	0	0	0
Subtotal Tax Funded Capital	3,961,743	313,354	355,100	378,610
Community Preservation Act	0	1,773,416	0	0
Cash Capital (Non-Tax Support)	0	0	262,666	240,000
Subtotal CAPITAL	3,961,743	2,086,770	617,766	618,610
<u>MISCELLANEOUS</u>				
Assessment - Retirement System	4,722,520	0	230,074	242,279
Assessment - Regional Lockup Facility	35,928	0	0	0
Other	0	0	0	0
OPEB	300,000	0	79,000	150,000
Reserve Fund	100,000	0	0	0
Subtotal MISCELLANEOUS	5,158,448	0	309,074	392,279
Total APPROPRIATIONS	70,719,697	2,086,770	3,834,381	3,816,060
<u>UNAPPROPRIATED USES</u>				
Reserve for Abatements & Exemptions	485,629	0	0	0
State Assessments (Cherry Sheet)	3,025,296	0	0	0
Cherry Sheet Offsets	403,998	0	0	0
Other Amounts to be Raised	15,815	0	451,297	334,098
Subtotal UNAPPROPRIATED USES	3,930,738	0	451,297	334,098
TOTAL BUDGET PLAN	74,650,435	2,086,770	4,285,678	4,150,158
\$ Change from Prior year			90,671	(61,492)
% Change from Prior Year			2.1%	-1.5%

15
FINANCE COMMITTEE REPORT - FY17

CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

FY 17 Solid Waste Fund	FY 17 Transportation Fund	FY 17 COMBINED FUNDS (memo only)	FY 16 COMBINED FUNDS (memo only)	Change FY 16 - 17	Percent Change
0	0	49,559,640	47,282,012	2,277,628	4.8%
463,418	1,003,750	17,006,912	16,835,313	171,599	1.0%
0	0	15,418,864	14,979,412	439,452	2.9%
0	0	4,654,793	3,764,650	890,143	23.6%
463,418	1,003,750	86,640,209	82,861,387	3,778,822	4.6%
421,466	532,550	29,073,689	28,448,140	625,549	2.2%
0	0	22,117,324	21,869,835	247,489	1.1%
0	0	15,196,144	14,825,506	370,638	2.5%
0	0	1,879,077	1,833,246	45,831	2.5%
421,466	532,550	68,266,234	66,976,727	1,289,507	1.9%
0	0	76,709	125,378	(48,669)	-38.8%
0	99,125	3,060,509	2,934,000	126,509	4.3%
0	0	42,100	10,000	32,100	321.0%
0	0	1,928,615	1,673,298	255,317	15.3%
0	99,125	5,107,933	4,742,676	365,257	7.7%
0	0	1,773,416	525,096	1,248,320	237.7%
0	0	502,666	527,000	(24,334)	-4.6%
0	99,125	7,384,015	5,794,772	1,589,243	27.4%
41,952	52,907	5,289,732	5,055,067	234,665	4.6%
0	0	35,928	35,928	0	0.0%
0	0	0	0	0	0.0%
0	26,920	555,920	455,920	100,000	100.0%
0	0	100,000	100,000	0	0.0%
41,952	79,827	5,981,580	5,646,915	334,665	5.9%
463,418	711,502	81,631,829	78,418,414	3,213,415	4.1%
0	0	485,629	465,492	20,137	4.3%
0	0	3,025,296	2,486,556	538,740	21.7%
0	0	403,998	407,894	(3,896)	-1.0%
0	292,248	1,093,458	1,083,031	10,427	1.0%
0	292,248	5,008,381	4,442,973	565,408	12.7%
463,418	1,003,750	86,640,210	82,861,387	3,778,823	4.6%
(10,880)	37,100				
-2.2%	3.8%				

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 1. Reports of Boards and Committees
 (Select Board)**

To see if the Town will hear those reports of Town officers, the Finance Committee, and any other Town boards or committees which are not available in written form.

RECOMMENDED by Finance Committee vote of 7-0.

**ARTICLE 2. Transfer of Funds – Unpaid Bills
 (Finance Committee)**

To see if the Town will, in accordance with Chapter 44, Section 64 of the Massachusetts General Laws, appropriate and transfer a sum of money to pay unpaid bills of previous years.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

This is an annual article that allows the Town to pay unpaid bills from a prior fiscal year, if any, for which funds were not already encumbered. As of this writing, the Town is not aware of any such bills requiring action by Town Meeting. If no such bills are received prior to Town Meeting, the Finance Committee will move to dismiss this article.

**ARTICLE 3. Acceptance of Optional Tax Exemptions
 (Select Board)**

To see if the Town will authorize a maximum additional exemption of up to 100 percent for taxpayers qualifying for exemption under Chapter 59, Section 5, Clauses 17D, 22, 37A, or 41C of the Massachusetts General Laws.

RECOMMENDED by Finance Committee vote of 7-0.

This local option authorizes assessors to reduce property taxes for certain qualifying taxpayers (limited income elderly or blind persons, veterans and surviving spouses). The reduction is in addition to the base amount allowed by the state. The option has been in effect in Amherst since FY94, the first year for which Town Meeting adopted it. The option must be renewed annually. The total cost to the Town in FY16 to provide these tax exemptions, including the optional tax exemptions, was \$97,997.17 in foregone tax receipts. Reimbursement by the state for the base exemptions was \$33,240.00. The cost to the Town in FY16 to provide the additional optional tax exemptions was \$39,511.72.

**ARTICLE 4. Authorization for Compensating Balances
 (Select Board)**

To see if the Town will accept the provisions of Chapter 44, Section 53F of the Massachusetts General Laws and authorize the Treasurer to enter into written agreements with banking institutions pursuant to which the Treasurer agrees to maintain funds on deposit in exchange for banking services.

RECOMMENDED by Finance Committee vote of 7-0.

Acceptance of this provision of the Massachusetts General Laws authorizes the Town Treasurer to enter into certain banking agreements that require maintenance of a minimum account balance. These agreements typically offer either higher interest rates or some free services in exchange for maintaining a minimum balance. Town Meeting authorization is required annually because, in effect, funds may be expended for services without an appropriation. The Treasurer bids all banking services and bank service fees and determines which proposals are most advantageous for the Town. It is appropriate to provide the Treasurer with the flexibility to use this type of account.

ANNUAL TOWN MEETING WARRANT ARTICLES

ARTICLE 5. **FY 2016 Budget Amendments (Finance Committee)**

A. To see if the Town will amend the budget voted under Article 11 of the 2015 Annual Town Meeting (FY 2016 Operating Budget) to transfer **sums of money** between General Government, Public Safety, Public Works, Conservation and Development, Community Services, and Debt Service accounts to balance the 2016 Fiscal Year.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

Town Meeting votes once to approve a bottom line for the school budget. The same is true for the library budget, so if the schools and library have surpluses in some areas of their budgets and deficits in others, they can shift money between budget areas without going back to Town Meeting. Each of the eight sections of the municipal budget, however, is voted separately. This means that Town Meeting must approve any additions or subtractions from the separate functional areas in order to accommodate unanticipated budget changes. Public Safety is \$30,000 over budget because of an emergency HVAC repair at North Station and an unanticipated change in the number of firefighters eligible for an educational incentive in salaries. The Community Services budget needs \$10,000 to cover salary increases for temporary pool workers caused by new minimum wage requirements approved after the FY16 budget was voted. The total of \$40,000 would be transferred from the Planning, Conservation and Inspections budget, which has significant savings in the Inspections salary lines due to vacancies in the earlier part of FY16. There is also some savings in the Conservation salary lines, since the Assistant Town Manager's salary was charged to the Town Manager's salary line during his appointment as Interim Town Manager. These transfers do not increase the municipal budget, but merely reallocate already appropriated funds.

B. To see if the Town will amend the action taken under Article 12 of the 2015 Annual Town Meeting (FY 2016 Reserve Fund) to appropriate and transfer a sum of money from the Fund Balance Reserved for Overlay Surplus account to the Reserve Fund to balance the 2016 Fiscal Year.

RECOMMENDED DISMISSAL by Finance Committee vote of 6-0, 1 absent.

No such action is needed this year.

ARTICLE 6. **Retirement Assessment (Select Board)**

To see if the Town will raise and appropriate \$4,722,520 for the Hampshire County Retirement System assessment.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

The Town, as a member of the Hampshire County Retirement System, pays an annual assessment that covers benefits to current retirees and funding for future retirees. The assessment is based on the payrolls of municipal and library employees as well as non-teaching elementary school employees. The amount to be appropriated for the retirement assessment in this article is \$4,722,520, an increase of \$193,818, or 4.3%, from the FY16 assessment. This represents the General Fund share of the assessment. In addition, the Enterprise Funds are allocated their share of the total assessment of \$5,289,732 in their respective budgets, which will be voted on under Article 10. The total assessment includes an annual payment of \$233,994 to fund the liability created by the Early Retirement Incentive program adopted by the Town in 2002 and 2003. The pension funding schedule is based on a January 1, 2014 actuarial study. Once the Hampshire County Retirement System is fully funded, expected in 2034, these large assessments will stop.

ARTICLE 7. **Regional Lockup Assessment (Select Board)**

To see if the Town will raise and appropriate \$35,928 for the Hampshire County Regional Lockup Facility assessment.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

The Town, as a user of the Hampshire County Regional Lockup, pays an annual assessment, based on population that covers its portion of the operating costs of the Regional Lockup. (The Sheriff's office, the University, and the other communities that use the lockup are the other contributors.) The \$35,928 to be appropriated in this article for FY17 is unchanged from the amount appropriated for FY16.

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 8. Other Post-Employment Benefits (OPEB) Trust Fund
 (Finance Committee)**

To see if the Town will raise and appropriate \$300,000 for the OPEB Trust Fund established under the provisions of Section 20 of Chapter 32B of the Massachusetts General Laws.

RECOMMENDED by Finance Committee vote of 7-0.

FY17 is the third year that the Town will contribute to its Other Post-Employment Benefits (OPEB) Trust Fund to cover future retiree health insurance liabilities. The funding for the contributions has come through appropriation from the General Fund. Over the last four years, the Town has funded the OPEB Trust Fund to a total of \$2,487,570. (Starting in FY17, the Amherst-Pelham Regional School District will begin funding its own OPEB Trust Fund to cover the future health insurance liabilities of regional school teachers and staff.) The Water, Sewer, and Transportation Funds cover their own Annual Required Contributions (ARC) for OPEB, toward their 15 percent share of the Town's long-term liability. The Town continues to develop cost containment strategies and long-term funding for the OPEB Trust Fund.

A formal assessment of OPEB liabilities is made by external consultants every two years, and is presented in the Actuarial Valuation Report. As of the last available report dated June 30, 2014, the unfunded actuarial accrued liability (AAL) pertaining to the Other Post-Employment Benefits (OPEB) increased to \$94,113,695 (net of assets \$1,632,218), marginally more than \$93,708,361 estimated as of June 2012. The new estimate is based in part on increasing the discount rate from 3.5% to 4%. At a discount rate of 7.75%, the estimate for accrued unfunded liability is \$50,993,948 (net of assets \$1,632,218).

Of the estimate based on 4% discount rate, as of June 2014, \$58 million (61.6%) was attributable to current employees and the remaining \$37.7 million (38.4%) was for retirees, spouses, and survivors.

At a higher discount rate of 7.75%, the AAL drops to \$48,296,301 and the components are \$23,390,109 (48.4%) for current employees and \$24,906,192 (51.6%) for retirees.

On a 30-year funding schedule, the Annual Required Contribution (ARC) is \$6,368,392 (4% discount rate) and \$3,918,622 (7.75% discount rate). Assuming partial pre-funding interest rate of 4%, the pay-as-you-go annual contributions of the Town are estimated at just under \$2.5 million.

**ARTICLE 9. Amendment to Regional Agreement Assessment
 (School Committee)**

To see if the Town will vote to amend the Amherst Pelham Regional School District Agreement such that, notwithstanding Section VI, for Fiscal Year 2017 only, 10% of the operating budget assessment shall be allocated to each town based on proportionate shares of taxable property values and the other 90% will be allocated to the member towns in accordance with the per-pupil method found in the Amherst Pelham Regional School District Agreement.

RECOMMENDED by Finance Committee vote of 7-0.

The State's 1993 Education Reform Law requires regional school districts to calculate assessments to a region's towns for support of regional district operating and capital budgets according to a formula intended to take into account each individual municipality's ability to pay. The State does allow a regional district to apportion assessment amounts by a method other than the State statutory formula if all of the member municipalities agree to do so. In the past, the Amherst, Leverett, Pelham, and Shutesbury annual town meetings have agreed to use the alternative method prescribed by our Regional Agreement, in which costs of operating the regional schools, grades 7-12, are apportioned to the towns according to a five-year rolling average of the number of students enrolled from each town. This method produced equal per-pupil costs to the towns and greater stability with respect to each town's financial obligation.

In the spring of 2014, Shutesbury Town officials questioned whether another assessment model would be better financially for Shutesbury. That summer, an assessment committee of 12 officials from the four member towns and School Director of Finance Sean Mangano reviewed various assessment models and unanimously recommended to the Regional School Committee that it continue using the assessment model/formula in the Regional Agreement for FY16 because it provided the most stability for each town's financial obligation and produced equal per-pupil costs. In the fall of 2015, Shutesbury Town officials indicated they would no longer support the Regional Agreement method because it does not factor in a town's ability to pay. Instead they proposed a method similar to the statutory method. To resolve the disagreement, another assessment committee was formed and negotiated this agreement for FY17: 90% percent of each town's assessment would be based on the five-year rolling average number of students from that town, and the other 10% would be based on property values.

The State requires that, if something other than the state method is used to calculate the member town assessments, the unanimous approval of all the member towns is required. If all four towns do not approve the alternative assessment article, the method of assessment may revert to the State's statutory formula, a change that would affect the financing of the schools.

ANNUAL TOWN MEETING WARRANT ARTICLES

Since all four towns probably would not approve the assessment method in the Regional Agreement, the Finance Committee recommends the negotiated formula/method for FY17.

The Amherst Pelham Regional School Committee voted (7-0, 2 absent) on March 8 to recommend the amended formula/method for FY17 only.

ARTICLE 10. FY 2017 Operating Budget (Finance Committee)

To see if the Town will adopt a comprehensive operating budget for the ensuing year and raise and appropriate money therefor.

20
FINANCE COMMITTEE REPORT - FY17

GENERAL FUND MUNICIPAL SUMMARY

		FY 13	FY 14	FY 15	FY 16	FY 17	Change	%
		Actual	Actual	Actual	Budget	Fin Com	FY 16-17	Change
General Government	\$	6,614,757	6,252,457	6,262,466	6,483,937	6,961,139	477,202	7.4%
Public Safety	\$	8,876,436	9,140,796	9,580,832	9,943,955	10,097,459	153,504	1.5%
Public Works	\$	1,928,722	2,202,600	2,310,082	2,162,004	2,214,528	52,524	2.4%
Conservation & Development	\$	928,279	973,550	1,124,037	1,285,577	1,274,564	(11,013)	-0.9%
Community Services	\$	1,730,271	1,713,245	1,847,984	1,829,276	1,859,271	29,995	1.6%
TOTAL APPROPRIATION	\$	20,078,464	20,282,648	21,125,401	21,704,749	22,406,961	702,212	3.2%

COMMUNITY SERVICES

3% OF GENERAL FUND OPERATING BUDGETS

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Fin Com	Change FY 16-17	% Change
Public Health	\$ 243,102	259,315	282,671	182,269	184,852	2,583	1.4%
Senior Center	\$ 183,820	188,595	193,213	211,309	227,054	15,745	7.5%
Veterans' Services	\$ 357,005	322,393	305,552	330,769	330,769	0	0.0%
Social Services	\$		107,491	20,000	20,000	0	0.0%
Leisure Services & S.E.	\$ 533,041	513,765	529,832	648,028	649,590	1,562	0.2%
Pools	\$ 177,169	182,016	187,050	190,964	203,052	12,088	6.3%
Golf Course	\$ 236,134	247,162	242,175	245,937	243,954	(1,983)	-0.8%
TOTAL APPROPRIATION	\$ 1,730,271	1,713,245	1,847,984	1,829,276	1,859,271	29,995	1.6%
SOURCES OF FUNDS							
Departmental Receipts	\$ 697,650	722,881	561,231	697,709	565,602	(132,107)	-18.9%
Licenses & Permits	\$ 82,355	84,595	82,465	-	-	0	0.0%
Fines	\$ 200	400	100	500	500	0	0.0%
State Reimbursement	\$ 195,681	221,335	172,743	221,335	180,268	(41,067)	-18.6%
Sewer Fund	\$ 2,000	2,000	2,000	2,000	-	(2,000)	-100.0%
Taxation	\$ 752,385	682,034	1,029,445	907,732	1,112,901	205,169	22.6%
Total	\$ 1,730,271	1,713,245	1,847,984	1,829,276	1,859,271	29,995	1.6%

RECOMMENDED by Finance Committee vote of 7-0.

BUDGET: \$1,859,271, an increase of 1.6% (\$29,995) from FY16.

BASIC FUNCTIONS: Provides a variety of human services. These include: public health, senior programming, veterans' services and administration of benefits, social services, and recreation and leisure services for youth and adults.

FULL TIME EQUIVALENT EMPLOYEES: There are 13.74 FTEs providing community services, an increase of 0.2 FTE due to the increased Senior Center social worker's hours.

FY17 SUMMARY

- **Public Health** promotes the health and well-being of the Amherst community, while working to eliminate health disparities. Continuing in FY17 will be two significant projects: (1) the monitoring and evaluation of the drinking water and waste water systems created for the two Living Buildings under construction on the campus of Hampshire College (the Kern Center and the Hitchcock Center) and (2) the expected spring 2017 opening of the John P. Musante Community Health Center in the Bangs Community Center. Also, the Department will collaborate with other regional cities and towns, and the area's colleges/universities, to administer two large grants addressing opioid and drug abuse prevention, and underage drinking.
- **Senior Center** budget increases 7.5% to increase the social worker to a full-time position. As the senior population in Amherst continues to increase, needed programs continue to be supported by both the Town and the Friends of the Senior Center, including help for caregivers, providing and delivering meals, wellness rides, and a tax work-off program.
- **Veterans Services** budget is level funded. The Town has made a successful transition to a new regional veterans' services district incorporating the City of Northampton and several smaller towns and expanded the district by two more towns in 2014. The veterans' benefits costs are reimbursed 75% by the Commonwealth.
- **Social Services** budget of \$20,000 provides funding for the Emergency Funds program which helps Amherst citizens who are facing a financial emergency, such as paying rent, utility or medical bills. This program is ineligible for Community Development Block Grant (CDBG) funding. (Separate from this operating budget is a total of \$165,000 from Amherst's CDBG that will be distributed to the Amherst Survival Center, Family Outreach, Big Brothers Big Sisters, Amherst Boys and Girls Club, and the Literacy Project, as recommended by the CDBG Advisory Committee.)
- **LSSE** budget maintains the \$105,000 allocation voted at the 2015 Annual Town Meeting for increased fee subsidies for children participating in LSSE programs. About 200-250 families received these subsidies, which helped increase enrollment during the past year. Overall, most LSSE programs are paid for out of the revolving fund into which program fees are paid and are not part of this budget. LSSE offices relocated in March from the Bangs Center to the Amherst Pelham Regional Middle School.
- **LSSE-Municipal Pools** budget increases by 6.3% to reflect the increased minimum wage (which will be \$11/hour in FY17). Note that about \$155,000 in costs are for 50-60 seasonal, part-time workers, not included in the FTE numbers.

COMMUNITY SERVICES

- **Cherry Hill Golf Course** operating expenses are expected to be about the same as last year. The goal is to attract more golfers for the year and to meet or exceed revenue projections. Because the land was originally acquired by the Town to facilitate overall recreation, non-golfing programs continue to be popular at the site as well. These include WinterFest, sledding, dog walking, birding, walking/jogging, snow shoeing, and Nordic skiing.

More information is available at: <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>

CONSERVATION AND DEVELOPMENT

2% OF GENERAL FUND OPERATING BUDGETS

		FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Fin Com	Change FY 16-17	% Change
Conservation	\$	261,897	282,319	330,880	323,610	327,643	4,033	1.2%
Planning	\$	268,560	250,432	337,293	320,673	332,328	11,655	3.6%
Inspection Services	\$	397,822	440,799	455,864	641,294	614,593	(26,701)	-4.2%
TOTAL APPROPRIATION	\$	928,279	973,550	1,124,037	1,285,577	1,274,564	(11,013)	-0.9%

SOURCES OF FUNDS

Departmental Receipts	\$	84,418	40,726	89,592	99,256	82,600	(16,656)	-16.8%
Licenses & Permits	\$	640,696	682,782	874,778	766,477	742,951	(23,526)	-3.1%
Rental of Land	\$	1,050	1,100	1,330	1,000	1,000	0	0.0%
Sewer Fund	\$	0	0	0	2,000	2,000	0	0.0%
Water Fund	\$	18,768	19,380	20,577	22,820	20,266	(2,554)	-11.2%
Taxation	\$	183,347	229,562	137,760	396,024	427,747	31,723	8.0%
Total	\$	928,279	973,550	1,124,037	1,287,577	1,276,564	(11,013)	-0.9%

RECOMMENDED by Finance Committee vote of 7-0.

BUDGET: \$1,274,564, a decrease of 0.9% (\$11,013) from FY16. The decrease results from staff reorganizations and the elimination of one position in the Inspections Department.

BASIC FUNCTIONS: Plans and manages conservation programs that protect environmental and natural resources. Creates and implements planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town.

FULL- TIME EQUIVALENT EMPLOYEES: 17.9, a decrease of 1 FTE.

FY17 SUMMARY

- **Conservation** budget is proposed to increase 1.2% (\$4,033), to cover step increases.
- **Planning and Community Development** budget is proposed to increase by 3.6% (\$11,655) to cover step increases and an increase in salary for the Interim Planning Director.
- **Inspection Services** budget shows a decrease of 4.2% (\$28,701) due to staff reorganizations.

More information is available at: <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>

24
FINANCE COMMITTEE REPORT - FY17

GENERAL GOVERNMENT

11% OF GENERAL FUND OPERATING BUDGETS

		FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Fin Com	Change FY 16-17	% Change
Select Board/Town Manager	\$	249,184	252,261	276,078	355,436	367,511	12,075	3.4%
Town Meeting/Finance Comm	\$	878	887	822	1,900	3,300	1,400	73.7%
Finance Department	\$	891,474	905,876	943,390	981,365	985,241	3,876	0.4%
Legal Services	\$	117,896	135,220	113,401	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$	152,208	152,696	149,558	199,859	203,424	3,565	1.8%
Information Technology	\$	522,338	503,452	481,683	513,738	526,259	12,521	2.4%
Town Clerk's Office	\$	193,229	195,245	207,670	213,466	206,901	(6,565)	-3.1%
Elections & Registration	\$	77,443	31,940	50,314	41,325	46,990	5,665	13.7%
Facilities Maintenance	\$	437,966	502,831	478,542	519,833	530,035	10,202	2.0%
General Services	\$	301,578	382,187	471,566	418,171	430,692	12,521	3.0%
SUBTOTAL	\$	2,944,197	3,062,594	3,173,024	3,355,093	3,410,353	55,260	1.6%
Employee Pay/Benefits	\$	3,670,560	3,189,862	3,089,442	3,128,844	3,550,786	421,942	13.5%
TOTAL APPROPRIATION	\$	6,614,757	6,252,457	6,262,466	6,483,937	6,961,139	477,202	7.4%
SOURCES OF FUNDS								
Ambulance Receipts	\$	114,039	116,487	119,034	119,874	119,557	(317)	-0.3%
Departmental Receipts	\$	225,736	213,542	229,005	218,255	219,955	1,700	0.8%
Penalties and Interest From Taxes	\$	162,970	249,183	169,983	152,625	172,500	19,875	13.0%
Investment Income	\$	76,094	53,610	96,608	70,000	70,000	0	0.0%
Licenses & Permits	\$	184,647	195,547	183,367	177,950	177,950	0	0.0%
State Aid-Elections		4,916	0	4,742	-	-	0	0.0%
Hours Reimbursement	\$							
Water Fund	\$	184,880	101,866	106,822	215,779	215,600	(179)	-0.1%
Sewer Fund	\$	191,040	102,963	107,919	218,651	214,308	(4,343)	-2.0%
Transportation Fund	\$	42,681	34,928	35,436	47,632	48,213	581	1.2%
Taxation	\$	5,427,754	5,184,331	5,209,550	5,263,171	5,723,056	459,885	8.7%
Total	\$	6,614,757	6,252,457	6,262,466	6,483,937	6,961,139	477,202	7.4%

RECOMMENDED by Finance Committee vote of 7-0.

BUDGET: \$6,961,139, an increase of 7.3% (\$477,202) over FY16.

General Government involves the overall operation of the Town in terms of administration, finance, and policy. It is the second largest cost center (after Public Safety) in the Town's operating budget. It includes the bulk of the general administrative costs of managing and operating the Town. Most of the increase for FY17 is reflected in the Employee Benefits line, to cover the costs of potential salary increases and cost of living adjustments due to renegotiation of labor agreements. These funds will be distributed to other salary accounts when the contracts are completed. Without the salary reserve, the budget increase is approximately 0.7%.

BASIC FUNCTIONS: Managing and operating Town government functions, including financial operations, maintenance of public facilities (except police, fire, and public works facilities), elections, public records, information technology, legal expenses, and insurance costs. This budget includes employee benefits for all functions of the municipal government (including Public Safety, Public Works, Conservation and Development, and Community Services).

FULL-TIME-EQUIVALENT EMPLOYEES (FTE): 30.58 (increase of 0.37).

FY17 SUMMARY

- Select Board/Town Manager's Office** has an overall increase of 3.4% from FY16, with the total number of staff remaining at 3.5 FTEs. In addition to staff salaries, the budget covers all advertising, supplies, and related expenses for the operation of several offices on the mezzanine. Much of the budget increase is due to step increases and the first full year's salary for the new position of Economic Development Director. Stipends for the Select Board rise from \$300 each to \$2,000 for the chair and \$1,500 for each of the other four members in increments as elections occur. For FY17, two members will receive increases following election/re-election, two members in FY18 and the remaining member in FY19.

GENERAL GOVERNMENT

- **Town Meeting/Finance Committee:** Overall increase of 73.7%, which reflects a \$1,000 stipend for the moderator, up from \$100 in previous years, and the license/maintenance cost of the new electronic voting system (\$500). All other costs are level funded from FY16. Most of the other costs (staff time and related expenses) for Town Meeting are in other areas of the budget.
- **Finance Department:** Essentially level funded from FY16, with only a 0.4% increase. The Finance Department has 13.0 full time positions comprising the Finance Director, Accounting, Assessing, Collection, and Treasury. The Department plays a critical role in the operation of the Town, maintaining and managing its cash flow, and securing an excellent bond AA+ rating. The “open checkbook” system on the Town website offers a systemic view of the Town’s finances.
- **Legal Services:** No changes from FY16. Provides municipal law and related services under the supervision of the Town Manager.
- **Human Resources/Human Rights** has an overall increase of 1.8% due to salary step increases. Total FTEs remain at 1.83, including 1/3 time of the Amherst Together Coordinator, a position shared with the schools. The Department supports the Human Rights Commission. Human Resources is the lead for the recruitment of new Town employees, which in calendar year 2016 includes the Town Manager and Finance Director positions.
- **Employee Benefits** increased by 13.1%, largely due to salary reserves set aside pending final negotiations of six labor agreements and cost of living adjustments. After contracts are signed, a later Town Meeting will be asked to reallocate salary reserves proportionally to each functional area of the budget. Without the salary reserve, cost have risen only 0.8%, so benefits are essentially level funded. No increase is anticipated in health insurance premiums, which make up the major portion of this account.
- **Information Technology** increases by 2.4% overall. Staffing level remains at 4.0 FTEs. A decrease in staffing costs due to position changes within the Department was offset by increased operating costs due largely to software licensing and updates. The Department is responsible for the Town’s interdepartmental software system, the award-winning web site, and extending citizen self-service, permitting, internal work order management, telephone system, and other digital services.
- **Town Clerk’s Office, Elections and Registration** reflects a 3.2% decrease in the personnel line due to personnel changes (retirements). The Elections and Registration budget is increased by 13.7% due to additional elections in the upcoming year.
- **Facilities Maintenance** increases 2.0%, reflecting salary steps and a 0.37 FTE increase in staffing, for a total of 5.25 positions, including the Facilities Director position, shared with the schools. The Department is responsible for the maintenance of all the Town’s buildings, along with implementation of the Green Communities grant, capital improvement plan, and energy conservation for the Town’s structures.
- **General Services** has a budget increase of 3.0% overall. The budget includes the Town’s insurance policies (general liability, auto, public official and professional liability, and boilers); supplies, equipment maintenance, telephone, postage and the annual audit. Operating costs have increased due to higher insurance and auditing expenses.

More information is available at <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>.

26
FINANCE COMMITTEE REPORT - FY17

GENERAL FUND INDEBTEDNESS

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY17 Fin Com	Change FY 16 - 17	Percent Change
Amherst Housing Authority (CPA)	\$ 44,100	43,400	42,700	41,650	40,600	(1,050)	-2.5%
Bangs Community Center Roof/HVAC	\$ 46,421	40,219	39,274	56,244	55,069	(1,175)	-2.1%
Crocker Farm Renovation	\$ 234,000	237,958	235,500	225,325	209,325	(16,000)	-7.1%
DPW - Roads Reconstruction	\$ 558,000	546,750	536,625	525,375	513,563	(11,812)	-2.2%
Hawthorne Property Acquisition (CPA)	\$ 62,000	60,750	59,625	58,375	57,063	(1,312)	-2.2%
High School Renovations	\$ 259,374	213,523	171,480	125,378	-	(125,378)	-100.0%
High School Roof	\$ 103,689	99,918	96,148	-	-	0	-
Interest on Temporary Debt	\$ -	-	-	10,000	5,000	(5,000)	-50.0%
Plum Brook Recreation Fields (Partial CPA)	\$ 51,840	50,160	48,720	-	-	0	-
Portable Classrooms	\$ 32,190	34,650	34,050	33,150	27,250	(5,900)	-17.8%
Sidewalks (2005)	\$ 70,200	67,600	-	-	-	0	0.0%
South Amherst School	\$ 21,640	24,300	23,900	23,300	22,700	(600)	-2.6%
Town Hall Exterior (Partial CPA)	\$ 61,989	60,221	58,706	57,381	56,181	(1,200)	-2.1%
Town Hall Renovations Refunding (2005)	\$ 185,000	178,600	167,200	156,000	-	(156,000)	-100.0%
Police Communication Equipment	\$ -	28,153	27,500	26,875	26,125	(750)	-2.8%
Central Fire Station Renovations	\$ -	23,419	22,816	22,356	21,804	(552)	-2.5%
DPW Large Truck	\$ -	33,784	33,000	32,250	31,350	(900)	-2.8%
Trees	\$ -	68,920	67,320	65,790	63,954	(1,836)	-2.8%
Roads	\$ -	127,275	124,000	121,500	118,500	(3,000)	-2.5%
Trees, part II	\$ -	-	67,150	66,096	64,872	(1,224)	-1.9%
DPW Trucks	\$ -	-	93,264	91,800	90,100	(1,700)	-1.9%
AFD Pumper Truck	\$ -	-	48,556	48,000	47,200	(800)	-1.7%
S. East St Land acquisition (CPA)	\$ -	-	7,283	7,200	7,080	(120)	-1.7%
Ann Whalen Unit Preservation (Housing) (CPA)	\$ -	-	13,353	13,200	12,980	(220)	-1.7%
Wildwood Feasibility Study (31.6%)	\$ -	-	-	41,653	179,546	137,893	331.1%
2 Mowers	\$ -	-	-	48,548	47,632	(916)	-1.9%
Loader	\$ -	-	-	65,367	64,134	(1,233)	-1.9%
East St School Renovations	\$ -	-	-	95,060	92,400	(2,660)	-2.8%
Rolling Green Unit Preservation (CPA)	\$ -	-	-	175,546	170,600	(4,946)	-2.8%
Regional Projects	\$ -	-	-	31,388	284,355	252,967	805.9%
APD Radio Equipment	\$ -	-	-	-	37,100	37,100	--
TOTAL APPROPRIATION	\$ 1,791,455	1,939,600	2,018,170	2,264,807	2,346,483	81,676	3.6%

RECOMMENDED by Finance Committee vote of 7-0.

The debt service for FY17 is projected to be \$2,346,483, of which \$2,033,129 (86.6%) is funded through taxation and the remaining \$313,354 (13.4%) with CPA funds. The total increase of \$81,676 represents 3.6% increase over debt service last year. The Town has excess debt capacity of approximately \$92 million. Previous road construction and maintenance account for \$632,063 or about 27% percent of total debt service, whereas school-related debt service accounts for \$607,931 or nearly 26% of the total. \$31,150, or 1.3 percent, is the service for debts associated with renovations of Town Hall. The debt service for renovations to the Amherst-Pelham Regional High School, funded through a Proposition 2-1/2 debt exclusion override, is \$76,710, or 3.3% of total debt service. The CPA funds play a significant role in debt service for recreation (Hawthorne), housing (Rolling Green, Ann Whalen, and Affordable Housing Renovations), land acquisition (Southeast Street), and the exterior of the Town Hall. Debt service related to the Enterprise Funds (e.g., payment on bonds to pay for sewer extensions) is included in those budgets and is not authorized in this motion.

PUBLIC SAFETY

16% OF GENERAL FUND OPERATING BUDGETS

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Fin Com	Change FY 16-17	% Change
Police Facility	\$ 188,878	208,373	186,127	217,617	216,649	(968)	-0.4%
Police	\$ 4,064,748	4,177,267	4,362,392	4,549,604	4,683,901	134,297	3.0%
Fire/EMS	\$ 3,990,973	4,093,704	4,350,636	4,466,729	4,500,576	33,847	0.8%
Communications Center	\$ 578,087	607,665	626,235	652,341	638,760	(13,581)	-2.1%
Animal Welfare	\$ 53,751	53,787	55,442	57,664	57,573	(91)	-0.2%
TOTAL APPROPRIATION	\$ 8,876,436	9,140,796	9,580,832	9,943,955	10,097,459	153,504	1.5%
SOURCES OF FUNDS							
Ambulance Receipts	\$ 2,176,989	2,184,541	2,373,799	2,395,418	2,474,823	79,405	3.3%
Departmental Receipts	\$ 236,209	166,354	210,099	144,200	144,200	0	0.0%
Fines	\$ 241,945	200,380	117,688	210,533	124,065	(86,468)	-41.1%
Licenses & Permits	\$ 11,508	10,614	9,710	8,000	8,000	0	0.0%
Transportation Fund	\$ 5,502	5,620	5,741	5,881	5,990	109	1.9%
Taxation	\$ 6,204,283	6,573,287	6,863,795	7,179,923	7,340,381	160,458	2.2%
Total	\$ 8,876,436	9,140,796	9,580,832	9,943,955	10,097,459	153,504	1.5%

RECOMMENDED by Finance Committee vote of 7-0.

BUDGET: \$10,097,459, an increase of 1.5% (\$153,504) from FY16, due to normal salary increases and the shifting of a formerly grant-funded police officer position to the General Fund budget. (Sources of funds are listed in accompanying chart.)

BASIC FUNCTIONS: Providing police, fire, ambulance, emergency dispatch (communications center), and animal welfare services 24 hours a day, 365 days a year.

FULL-TIME EQUIVALENT EMPLOYEES: 110.5, one more than in FY16.

FY17 SUMMARY

- **Police Facility** budget decreases 0.4% from FY16 levels, due to staff turnover. Increased activity continues to result in higher maintenance demands. There is one full-time employee.
- **Police Department** budget increases by 3.0%. A federal grant that allowed addition of a community-policing officer ends in September 2016, and maintaining the position is a priority. That officer's outreach to college-age students has helped reduce calls for service during the school year. The rest of the budget increase is due to step increases and growth in overtime. Departmental operating costs are level-funded. Full-time employees number 50.5, one more than in FY16, due to that transfer. A federal grant will continue financing a civilian advocate for domestic violence victims shared with Everywoman's Center.

Objectives for FY17 include working with the Campus and Community Coalition to study the feasibility of the kind of party registration program used in other college communities; identifying and implementing advanced training on problem-solving and community-oriented policing strategies; enhancing collaboration with other Town departments and landlords to address environmental design issues leading to problems in residential neighborhoods; and further expanding the role of the community-policing officer in neighborhoods.

Offsetting revenue for FY17 includes \$16,200 in department receipts – fees and charges for accident reports, police details, and false alarms – the same as FY16, and an estimated \$121,865 in court fines, a decrease of 31% from FY16 because of the anticipated drop in the number of incidents that result in fines. All offsetting revenue goes into the General Fund.

- **Fire Department** budget increases by 0.8% due to step increases. The increase is less than it would have been because of some staff turnover that allowed for the hiring of new staff at lower pay grades. Most of the operating cost increase is due to higher charges for medical supplies; those charges will be paid from the Ambulance Fund. The number of full-time employees is 47, the same as in FY16. The University of Massachusetts will again contribute money to raise the number of on-duty ambulances from three to five on busy fall and spring weekends; the money goes into an agency fund from which those ambulance overtime costs are paid. This is similar to the fund contractors pay to police officers for roadwork details.

PUBLIC SAFETY

Total staffing remains low relative to national norms, according to the July 2009 rating by the Insurance Services Office, Inc. Calls for emergency ambulance service continue to increase, totaling 4,552 in FY15, up from 4,384 in FY14. Fire calls were 1,517 in FY15, up from 1,315 in FY14. In 2016 the Town will undertake a comprehensive study of call volume and staffing.

Objectives for FY17 include completing Firefighter/EMS training to achieve the Department's state-mandated transition to a National Registry certification system for EMS that must be completed by the March 2017 deadline. A long-term objective is to develop and implement a plan for a facility in another location to replace the 87-year-old Central Fire Station.

Offsetting revenue for FY17 includes \$2,474,823 in ambulance receipts, including payments from UMass and the towns of Pelham, Leverett, Shutesbury, and Hadley, money that goes into the Ambulance Fund to be spent only for ambulance-related purposes. There will be an estimated \$112,000 in departmental receipts. A grant of \$22,000 has been received to fund the 20th year of the school Fire Safety Education program (SAFE) and to focus on fire safety for the Town's seniors.

- **Communications Center** budget decreases by 2.1%. As in FY16, there will be 12 dispatcher positions, one of them funded by a state grant for a savings of \$36,409 plus benefits. As of this writing, negotiations to create a Regional Dispatch Center for the towns of Amherst, Pelham, and Hadley continue.
- **Animal Welfare budget** decreases by 0.2%. Currently, the City of Northampton pays a fee of \$4,786 into the General Fund to use the Amherst Animal shelter. A goal for FY17 is to expand that regional use to further increase revenues. No other changes are expected for this one-person department.

More information is available at <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>.

PUBLIC WORKS

4% OF GENERAL FUND OPERATING BUDGETS

		FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Fin Com	Change FY 16-17	% Change
Public Works Administration	\$	279,044	315,861	302,210	356,730	356,303	(427)	-0.1%
Highway	\$	643,309	681,129	716,555	683,773	750,600	66,827	9.8%
Snow & Ice Removal	\$	187,280	418,813	531,586	280,410	280,410	0	0.0%
Street & Traffic Lights	\$	102,591	83,309	64,910	99,650	99,650	0	0.0%
Equipment Maintenance	\$	263,912	268,046	244,365	257,225	262,283	5,058	2.0%
Tree and Grounds Maintenance	\$	452,586	435,442	450,456	484,216	465,282	(18,934)	-3.9%
TOTAL APPROPRIATION	\$	1,928,722	2,202,600	2,310,082	2,162,004	2,214,528	52,524	2.4%
SOURCES OF FUNDS								
Departmental Receipts	\$	25,265	17,355	17,655	16,000	16,000	0	0.0%
Water Fund	\$	206,678	212,363	223,477	215,065	213,431	(1,634)	-0.8%
Sewer Fund	\$	154,848	150,831	161,766	149,771	144,789	(4,982)	-3.3%
Transportation Fund	\$	42,687	47,295	47,605	48,324	50,416	2,092	4.3%
Taxation	\$	1,499,244	1,774,756	1,859,579	1,732,844	1,789,892	57,048	3.3%
Total	\$	1,928,722	2,202,600	2,310,082	2,162,004	2,214,528	52,524	2.4%

RECOMMENDED by Finance Committee vote of 7-0.

BUDGET: \$2,214,528, an increase of 2.4% or \$52,524 from FY16 due to the shifting of some staff time from project budgets to the General Fund. The proposed increase also covers COLA and step increases.

BASIC FUNCTIONS: Provides maintenance for highways, streets, sidewalks, traffic lights, equipment, trees and grounds, and most of the Town's outdoor facilities. It is responsible for snow and ice removal, clearing of downed trees, repairs of town-owned roadways, as well as the activities and budgets of the Water, Sewer, and Solid Waste Enterprise Funds.

FULL-TIME-EQUIVALENT (FTE) EMPLOYEES: 27.54, unchanged from FY16.

FY17 SUMMARY

- The Highway division maintains the highways, streets, and sidewalks of the Town and assists other Public Works divisions. The budget increase of \$66,827 is the result of step increases and shifting of staff time.
- The Snow & Ice Removal and the Street & Traffic Light divisions are level funded.
- All vehicles used for road maintenance, snow plowing, tree care, park maintenance, leaf pickup as well as water and sewer (with appropriate reimbursements assessed) are maintained, repaired, and serviced by a three person crew included in the Equipment Maintenance division. This budget increases to cover step increases.
- The Tree and Grounds Maintenance budget provides funds for mowing parks, commons and miscellaneous greenbelts throughout the Town; for maintaining ball fields, including those at schools; and for maintaining park buildings and the Town center. The budget decrease of \$18,943 is due to staff turnover.

More information is available at <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>.

LIBRARY SERVICES

3% OF GENERAL FUND OPERATING BUDGET

	FY13 Actual	FY 14 Actual	FY15 Actual	FY16 Budget	FY17 Budget	Change FY 17-16	Percent Change
Personnel Services	\$ 1,464,274	1,506,036	1,541,732	1,586,746	1,598,403	11,657	0.7%
Employee Benefits	\$ 264,796	265,017	265,640	270,000	291,000	21,000	7.8%
Circulating Materials	\$ 190,060	218,455	211,185	204,000	207,000	3,000	1.5%
Operations	\$ 468,421	404,440	387,329	351,059	371,783	20,724	5.9%
TOTAL	\$ 2,387,551	2,393,948	2,405,886	2,411,805	2,468,186	56,381	2.3%

SOURCE OF FUNDS

Town Appropriation	\$ 1,690,789	1,741,509	1,788,533	1,833,246	1,879,077	45,831	2.5%
Library State Aid *	\$ 44,781	36,044	25,339	30,000	94,171	64,171	213.9%
Jones Library, Inc. Endowment	\$ 396,041	372,779	329,656	292,796	300,618	7,822	2.7%
Woodbury Funds	174,258	22,320	16,747	25,000	25,520	520	2.1%
Building Expansion and Renovation	4,630	15,560	9,900	5,000	2,000	(3,000)	-60.0%
Special Collections	6,167	2,705	1,024	6,000	15,000	9,000	150.0%
Annual Fund Mailing	16,369	67,000	60,555	70,000	70,000	-	0.0%
Replacements/Lost Books	8,055	225	6,014	7,000	3,000	(4,000)	-57.1%
Jones Friends' Donation (Books)	\$ 14,000	14,975	12,371	16,500	12,000	(4,500)	-27.3%
Jones Friends' Donation (Programs)	11,092	11,793	16,815	16,010	9,800	(6,210)	-38.8%
Gifts, Fundraising, Grants, Reserves	\$ 21,369	109,038	138,932	110,253	57,000	(53,253)	-48.3%
TOTAL	\$ 2,387,551	2,393,948	2,405,886	2,411,805	2,468,186	56,381	2.3%

POSITIONS

Full Time	17	17	17	17	19
Part Time/Over-20's	12	12	12	12	10
Full Time Equivalents	27	26.9	26.9	26.9	27.5
Part Time/Under-20's	28	27	31	31	31

Endowment Spend Rate	5.4%	5%	4.5%	4%	4%
----------------------	------	----	------	----	----

* Actual State Aid Received \$ 69,623 \$ 67,484 \$ 82,650 \$ 80,470

RECOMMENDED by Finance Committee vote of 7-0.

APPROPRIATION: \$1,879,077 in Town tax support, an increase of 2.5% or \$45,831. (Sources of funds are listed in accompanying chart.) The total library budget for FY17 is \$2,468,186, an increase of 2.34% or \$56,381.

BASIC FUNCTIONS: Library Services are provided at the Jones Library, the North Amherst Library, and the Munson Memorial Library in South Amherst. The Libraries offer information in the form of print, audiovisual, and electronic media and serve as meeting places for the community. The Jones Library houses collections of historical and literary significance related to the Town and its residents. The Libraries also offer reading programs for children and programs for people whose native language is not English.

The Jones Library Building is owned by the Jones Library, Inc., which is governed by the Jones Library Trustees. The Town owns the Munson and North Amherst Library buildings. The Library pays the Town \$6,500 in annual rent for its use of the space in the Munson Building, and this rent includes payments for utilities and heat. The cost of interior and exterior maintenance at Munson, and exterior maintenance at the North Amherst Library are in the budgets for the Town Facilities Maintenance and Public Works Departments. Most Library payroll and information technology support is handled by the Town and is not charged to the Library budget.

FULL-TIME EQUIVALENT EMPLOYEES: 27.5 FTE, an increase of 0.6 FTE from FY16 due to increased hours for 2 employees.

FY 17 SUMMARY

The FY17 Library budget increase of \$56,381 or 2.34%, over FY16 is due mostly to increases in employee benefits and operations costs. The retirement of 2 long-time employees reduced the personnel services expense.

LIBRARY SERVICES

The largest source of funds for the Library is the Town appropriation, which is \$1,879,077 for FY17, an increase of \$45,831 or 2.5% over FY16. Town tax support accounts for 76% of the Library budget.

The Jones Library, Inc. endowment will be contributing \$300,618, an increase of \$7,822 or 2.67% compared to FY16. In this budget, the spending rate of the endowment remains at 4%, the rate advised by the Library's investment managers to preserve the endowment in perpetuity. Library State aid for FY17 is budgeted at \$94,171, which is \$64,171 more than the amount budgeted for FY16. This amount includes \$40,000 that is expected to be received this year in State Aid plus some that remains from State Aid received in previous years that was unspent. (State Aid to libraries does not have to be spent in the year in which it is received.) Support from the Jones Library Annual Fund Drive, the Friends of the Jones Library, and Gifts, Grants, and Reserves is expected to decrease considerably in FY17, because less money is being raised and much of the Library's reserves were spent in FY16.

The State requires municipalities to annually fund their libraries at 2.5% above the average of the preceding three years of municipal appropriations to qualify for Library State aid. This year's Municipal Appropriation Requirement (MAR) will be met. The State also requires that the Library spend at least a minimum amount on circulating materials. The State Materials Expenditure Requirement (MER) for FY17 is \$207,000. (The MER is 13% of the Town Appropriation minus fringe benefits.) This requirement is also met.

Circulation of materials has leveled off, but use of the library continues to grow. The Jones serves the region as well as the Town. Although the hours of operation have been reduced in previous years, the library still is open 64 hours per week, more than the number of hours required by the state in order to receive state funding.

More information is available at <http://joneslibrary.org/ArchiveCenter/ViewFile/Item/55>

AMHERST ELEMENTARY SCHOOLS

36% OF GENERAL FUND OPERATING BUDGETS

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Original Budget	FY16 Current Budget	FY17 Fin Comm	Change FY16 - 17	Percent Change
PAYROLL ACCOUNTS								
Regular Education	6,540,468	6,222,639	6,270,494	6,408,984	6,552,750	6,613,977	61,227	0.93%
Special Education	4,619,388	4,623,774	4,786,044	4,994,254	5,032,428	5,314,977	282,549	5.61%
Support Services	1,106,509	1,158,244	1,225,411	1,222,990	1,269,811	1,256,008	(13,803)	-1.09%
School Administration	813,221	860,542	879,353	869,507	877,062	895,972	18,910	2.16%
Central Administration	572,742	654,112	741,681	709,213	683,699	586,360	(97,339)	-14.24%
Information Systems	194,795	202,776	219,567	221,291	223,040	223,769	729	0.33%
Facilities	720,785	746,550	751,901	752,876	756,360	727,186	(29,174)	-3.86%
Transportation	196,642	201,843	192,529	203,590	203,590	203,590	-	0.00%
Total Salaries	14,764,551	14,670,480	15,066,980	15,382,705	15,598,740	15,821,839	223,099	1.43%
Substitutes	160,830	180,665	221,943	174,448	165,762	201,682	35,920	21.67%
EXPENSE ACCOUNTS:								
Regular Education	59,631	54,116	93,063	78,988	90,154	75,274	(14,880)	-16.50%
Special Education	285,574	235,316	91,653	168,740	192,385	168,640	(23,745)	-12.34%
Other Programs	694,381	850,139	4,235	4,500	4,200	4,500	300	7.14%
Support Services	49,482	73,223	67,037	67,015	69,018	65,383	(3,635)	-5.27%
Program/Staff Development	262,077	403,892	464,742	341,509	327,693	331,511	3,818	1.17%
School Administration	42,663	39,869	43,558	39,482	41,354	35,086	(6,268)	-15.16%
Central Administration	146,551	167,333	186,027	149,063	149,063	129,612	(19,451)	-13.05%
Information Systems	128,804	138,189	108,399	131,631	131,661	128,700	(2,961)	-2.25%
Facilities	124,077	136,761	152,098	137,786	137,786	132,141	(5,645)	-4.10%
Utilities	421,940	443,118	467,565	416,601	391,517	377,158	(14,359)	-3.67%
Transportation	442,609	461,186	454,825	462,690	455,846	455,227	(619)	-0.14%
Food Services	70,000	46,942	57,249	122,628	105,900	91,000	(14,900)	-14.07%
Health Insurance								
Employees	2,271,204	2,470,873	2,427,910	2,492,416	2,379,827	2,481,002	101,175	4.25%
Retirees	1,034,106	1,042,770	1,107,619	1,120,679	1,153,173	1,167,091	13,918	1.21%
Other Operation Services	575,047	520,600	449,506	470,177	391,083	408,241	17,158	4.39%
Other Programs & Control Accts	1,000	1,500	1,000	108,777	84,673	43,237	(41,436)	-48.94%
Total Expenses	6,609,146	7,085,827	6,176,485	6,312,682	6,105,333	6,093,803	(11,530)	-0.19%
TOTAL BUDGET	21,534,528	21,936,972	21,465,409	21,869,835	21,869,835	22,117,324	247,489	1.13%
Additions and Reductions				-	-	-	-	
BUDGET TOTAL	21,534,528	21,936,972	21,465,409	21,869,835	21,869,835	22,117,324	247,489	1.13%
Change from previous year	781,840	402,444	(471,563)	404,426		247,489		
Percent change from previous year	3.8%	1.9%	-2.1%	1.9%		1.1%		

*Please note that beginning in fiscal year 2015, choice and charter tuition costs were paid by the Town of Amherst and were no longer included in the school budget.

*Please note that beginning in fiscal year 2015, choice and charter tuition costs were paid by the Town of Amherst and were no longer included in the school budget.

AMHERST ELEMENTARY SCHOOLS

RECOMMENDED by the Finance Committee vote of 7-0.

Budget: \$22,117,324, an increase of 1.1% (\$247,489) from FY16. On March 22 the Amherst School Committee voted 3-0, with 2 absent, to recommend this budget.

Core Mission: To provide all students with the high-quality education that enables them to be contributing members of a multiethnic, multicultural, pluralistic society and to create an environment that achieves equity for all students and ensures that each student is a successful learner, is fully respected, and learns to respect others.

FY17 Summary:

The FY17 Amherst budget of \$22,117,324 is an overall increase of \$247,489 (1.1%) from the FY16 budget of \$21,869,835, in accordance with the Finance Committee budget guideline of a 1% increase issued in November 2015. In February, the Amherst School Committee requested an additional \$25,000 to avoid reducing the number of library para-educator positions. Without the state-mandated change in the method of accounting for Charter and School Choice-Out charges and reimbursements, the elementary school budget's effective increase is 2.6%.

Revenue for the elementary schools' budget comes from the Town's General Fund, which includes Chapter 70 state aid of \$5,978,978, Medicaid reimbursement of \$260,549 for certain health-related services provided by the schools to students, and Charter and Choice Reimbursement for FY17 of \$375,395. A contribution to the General Fund of \$120,000 from The University of Massachusetts, part of a strategic partnership agreement between the Town and UMass, is not specifically earmarked for the schools.

Supplementing the budget of \$22,117,324 are grant funds of \$1,173,698 and revolving fund expenditures of \$1,129,302, for projected total spending in FY17 of \$24,420,324.

The Amherst Schools receive gifts and donations from individuals and companies. The total for calendar year 2015 was \$11,648.

The State calculates the per-pupil cost at the end of each fiscal year after schools file their year-end reports. This cost represents spending from all sources, including appropriations, grants, and revolving funds. The estimated per-pupil cost for FY16 is \$20,648, and the FY17 cost would be \$20,853. In FY15, it was \$20,281, and in FY14, \$19,572.

FY17 budget additions include \$80,000 for 4 full time equivalent (FTE) special education para-educators and \$4,050 for field trip nurses. Additions total \$84,050.

Reductions include the elementary school portion of three full-time central office positions, a part-time coordinator, elementary school portion of two district-wide support positions, library para-educators, custodians, stipends, supplies, contracted services, staffing contingency funds, health insurance, and funds due to staff turnover. Reductions total \$468,912.

Regular instruction is \$6,839,696 or 30.92% of the budget, special education is \$5,250,990 or 23.74%, and employee and retiree health insurance is \$3,658,093 or 16.54%.

Other Post-Employment Benefits (OPEB) contributions, Charter School Tuition, and School Choice Tuition are not in the School budget, but are part of the Town budget.

Additional Information:

In FY17 the proposed capital expenditure for the elementary schools is \$490,000, and items are listed in the report of the Joint Capital Planning Committee and in the Finance Committee Report under Articles 13 and 14. As part of the FY15 Capital Plan, Town Meeting voted to fund \$1,000,000 for the Wildwood Feasibility Study, of which 68.30% or \$683,000 is expected to be funded by the Massachusetts School Building Authority. The process began in the fall of 2014 with the appointment of a Wildwood School Building Committee comprised of parents, teachers, school and town officials, and community members. The final decision about whether and what to build will be made by Town Meeting this coming fall. Any debt exclusion override needed to fund the project would have to be approved by voters in a Town-wide election.

Budget savings over the past several years mainly have been related to declining enrollments in the elementary schools. The projected FY17 enrollment is 1,093 (not including preschool), a decline from FY16 of 17 students or 1.55%. Elementary enrollment is expected to continue a modest decline in coming years. Since FY13 Amherst has been a School Choice district, meaning students from other communities are accepted on a space-available basis requiring no additional staffing. For those children, Amherst receives \$5,000 per child from the sending school district.

The enrollment projection for FY17, including 49 Choice-in students, is 1,093 (not including preschool), a decline from FY16 of 17 students or 1.55%, and a 21.7% decline since FY07, when total enrollment was 1,396. For all elementary schools, children in Special Education total 211 or 18%, English Language Learners (ELL) students total 235 or 20%, and 507 or 43% children receive Free/Reduced Lunch.

AMHERST ELEMENTARY SCHOOLS

There are 36 elementary students who reside in tax-exempt University of Massachusetts student housing. In the Strategic Partnership Agreement signed by the Town and University last fall and in recognition of the myriad of services that the Town provides Umass students, staff and faculty, including educating K-12 students who live in tax exempt housing and first responders, the University contributed \$120,000 to the Town. This goes into the General Fund and is not earmarked for the schools or any other area of the budget. However, the Agreement goes on to state that, the Town and University agree to jointly study the impact of K-12 students living in tax-exempt housing on local schools.

The projection for Out-of-District Placement of Amherst students in FY17 is 218, including 2 students in Special Education, 89 students attending Charter Schools, and 18 Choice-Out students, of which 11 Amherst students are projected to attend Pelham School. In addition, 92 students are projected to attend private/parochial schools. The number of children expected to be home-schooled in FY17 is 17.

Charter Schools include the Pioneer Valley Chinese Immersion Charter School, which enrolled 82 Amherst students in FY16, and the Hilltown Cooperative which enrolled 4 Amherst students. Choice-Out school districts include Hatfield, Deerfield, Leverett, Mohawk Trail, Pelham, Petersham and Sunderland.

Unlike Charter Schools and Choice-Out, which involve a financial responsibility from Amherst, private/ parochial school enrollment numbers for Amherst students are less accurate, since the numbers rely on information from families and/or requests for information from the receiving schools. Private schools have included Bement, Common School, Eagle Brook, Hartsbrook, and Smith College Campus School. School records indicate that in FY16 students attending private/parochial schools number 97 (as noted above, the projection for FY17 is 92 students to private/parochial schools).

The Superintendent, staff and Amherst School Committee will continue to review the \$22,117,324 budget and adjust the line items as appropriate.

A complete and detailed Amherst Elementary School budget can be viewed on the Amherst Schools' website. Go to www.arps.org, Quick Link and scroll to Budget Information where both the Regional and Elementary budgets are posted.

AMHERST ELEMENTARY SCHOOLS

AMHERST PUBLIC SCHOOL
FY17 BUDGET
BUDGET ADDITIONS / (REDUCTIONS)
to Level Services Budget

Budget Adjustments

Location	Department	Description	FTE	\$	Total
District Wide	Human Resources	Shift to Health Insurance Trust	(0.15)	(7,500)	
District Wide	Risk & Benefits	Prepay retirement benefits		(52,535)	
District Wide	Student Services	Administrator - shift to region	(0.10)	(11,000)	
District Wide	Substitutes	Minimum wage increase		22,000	
Elementary Sc	Special Education	Paraeducator	1.00	30,000	
			0.75		(19,035)

Budget Additions

Location	Department	Description	FTE	\$	Total
Elementary Sc	Regular Education	Field trip nurses		4,050	
Elementary Sc	Special Education	Paraeducators	4.00	80,000	
			4.00		84,050

Budget Reductions

Location	Department	Description	FTE	\$	Total
District Wide	Superintendent's Office	Travel, consultants, supplies		(10,000)	
District Wide	Human Resources	Contracted services		(6,000)	
District Wide	Business Office	Membership dues		(2,000)	
District Wide	Superintendent's Office	Director of teaching & learning	(0.60)	(76,787)	
District Wide	Superintendent's Office	Director of equity & PD to school year		(11,000)	
District Wide	Superintendent's Office	Clerical	(1.21)	(65,930)	
District Wide	English Language Education	Supplies		(4,000)	
District Wide	Special Education	Professional staff - assistive te	(0.50)	(36,000)	
District Wide	Regular Education	Professional staff - technology	(0.50)	(25,000)	
District Wide	English Language Education	Coordinator	(0.10)	(5,600)	
District Wide	Regular Education	Professional staff - instrumenta	(0.10)	(6,500)	
District Wide	Student Services	Stipends		(10,000)	
District Wide	Family Center	Stipends		(5,000)	
District Wide	Facilities	Supplies		(5,000)	
District Wide	Information Systems	Supplies		(5,000)	
District Wide	Teaching & Learning	Supplies, contracted services		(25,000)	
District Wide	Risk & Benefits	Health insurance		(10,000)	
District Wide	Risk & Benefits	unemployment insurance		(10,000)	
District Wide	Control Accounts	Staff turnover		(30,000)	
District Wide	Control Accounts	Staff contingency		(54,895)	
Crocker Farm	Library	Paraeducator	(0.39)	(10,000)	
Crocker Farm	Facilities	Custodian	(0.10)	(3,200)	
Fort River	Library	Paraeducator	(0.39)	(10,000)	
Fort River	Facilities	Custodian	(0.50)	(16,000)	
Wildwood	Library	Paraeducator	(0.39)	(10,000)	
Wildwood	Facilities	Custodian	(0.50)	(16,000)	
			(5.27)		(468,912)

Net Budget Additions / (Reductions)

(0.52) (403,897) (403,897)

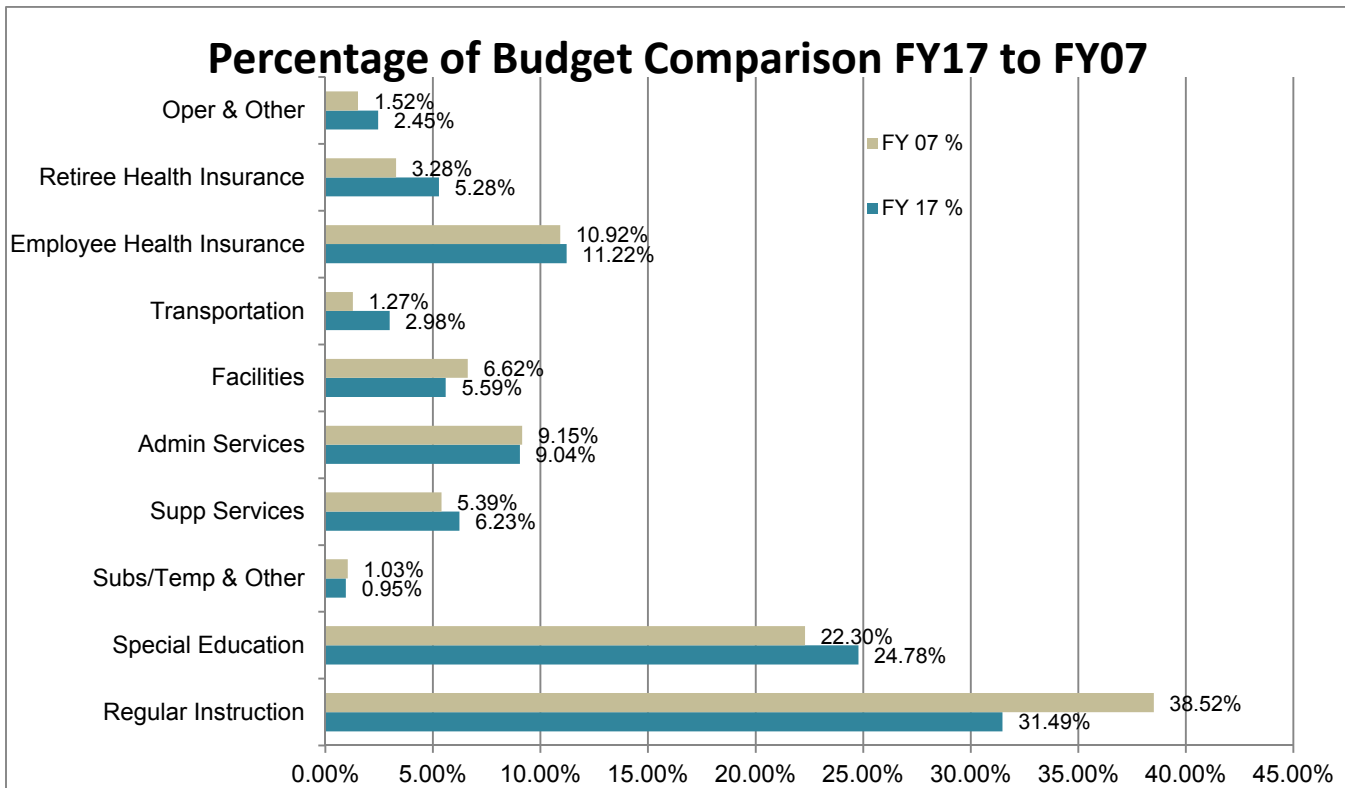
Net Target Budget Additions / (Reductions)

(428,897)

Net additions (reductions) required to meet projected budget support

(25,000)

AMHERST ELEMENTARY SCHOOLS



Budget Categories	FY 2017 Proposed Budget	FY 17 %	FY 2007 Budget	FY 07 %
Regular Instruction	6,963,737	31.49%	7,500,117	38.52%
Special Education	5,480,117	24.78%	4,342,529	22.30%
Subs/Temp & Other	209,682	0.95%	200,543	1.03%
Supp Services	1,378,416	6.23%	1,050,352	5.39%
Admin Services	1,999,499	9.04%	1,781,352	9.15%
Facilities	1,236,485	5.59%	1,288,816	6.62%
Transportation	658,817	2.98%	246,829	1.27%
Employee Health Insurance	2,481,002	11.22%	2,125,716	10.92%
Retiree Health Insurance	1,167,091	5.28%	638,824	3.28%
Oper & Other	542,478	2.45%	295,612	1.52%
	22,117,324	100.00%	19,470,690	100.00%

Regular Instruction	This section includes payroll and expenses for the following departments: Pre-school, Kindergarten, Art, Music, World Language, Physical Education, Reading, Technology, Resource Programs, Classroom Instruction, English Language Learner, Classroom Program Support, Program Development, Summer School, School Choice Assessment, and Charter School Assessment
Special Education	This section includes payroll and expenses for SE Administration, SE Pre-School, SE Instruction, SE Psych Services, SE Specialists, and SE District Specialists
Subs/Temp & Other	This section includes payroll and expenses for Substitutes
Support Services	This section includes payroll and expenses for the following departments: Libraries, Production Support Center, Media Support Center, Student Services, Guidance Services, Health Services, and Staff Development
Admin Services	This Section includes School Administration, Superintendent's Office, Human Resources, Business Office, and Information Systems
Facilities	This section includes payroll and expenses for Facility Management, Custodial Services, Maintenance Services, and Utilities
Transportation	This section includes payroll and expenses for Transportation
Health Insurance	This section includes the health insurance expense for active personnel
Retiree Health Insurance	This section includes the health insurance expense for retired personnel
Oper & Other	This section includes expenses for Food Services, Risk & Benefit Management, and the Control Accounts. Health insurance has been shown separately from Risk and Benefit Management and is reflected above

AMHERST ELEMENTARY SCHOOLS

Full-Time Equivalent Employees:

AMHERST PUBLIC SCHOOLS
FY17 DISTRICT STAFFING PROFILE
From All Funding Sources

*Staffing Analysis by F.T.E.**

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Change
Building Specific Personnel:							
Administrative Staff	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Administrative Support Staff	8.06	8.58	8.51	8.51	8.62	8.62	0.00
Professional Staff							
Pre-School	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Kindergarten	8.00	8.00	8.00	7.00	8.00	8.00	0.00
Art	2.70	2.70	2.20	3.00	3.00	3.00	0.00
Music (Classroom/Instrumental)	5.25	5.25	4.95	5.65	6.19	6.09	(0.10)
World Language	1.50	1.50	0.00	0.00	0.00	0.00	0.00
Physical Education	2.70	2.70	2.40	3.00	3.00	3.00	0.00
Reading	6.60	4.00	3.50	3.00	4.00	4.00	0.00
Technology Education	3.00	3.00	3.00	3.00	3.57	3.07	(0.50)
Science Education	1.50	0.00	0.00	0.00	0.29	0.29	0.00
Classroom Education	51.00	51.00	50.00	50.00	51.00	51.00	0.00
Intervention	6.20	7.70	8.10	8.60	8.60	8.60	0.00
English Language Learner	10.30	10.00	9.80	9.60	9.78	9.68	(0.10)
Special Education	21.81	21.25	21.75	21.75	27.90	27.90	0.00
Guidance	4.00	4.00	3.00	3.00	3.00	3.00	0.00
Library	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Health Services	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Curriculum	2.50	4.00	3.00	3.00	3.00	3.00	0.00
Paraeducator Staff, LPN's, and Other							
Regular Education	15.96	20.95	17.00	16.92	14.00	14.00	0.00
Special Education	55.90	63.00	60.46	60.50	50.00	54.00	4.00
LPN's	0.60	0.60	0.00	0.00	0.00	0.00	0.00
Library Paraeducator	1.99	1.80	1.87	3.05	3.00	1.84	(1.16)
Total Building Specific Personnel	222.57	232.04	219.54	221.58	218.94	221.08	2.14
District Program & Support Personnel							
District-wide Special Education Services	45.91	41.90	41.52	44.19	43.99	43.49	(0.50)
Other Support Services	1.06	1.06	3.06	2.06	2.56	2.56	0.00
Student Services	0.72	1.13	2.21	2.16	1.61	1.51	(0.10)
Central Administration and Staff	6.90	7.86	9.33	10.18	9.61	7.65	(1.96)
Information Systems	3.06	2.62	3.04	3.04	3.04	3.04	0.00
Facilities & Operations	16.42	16.39	16.39	16.29	16.38	15.28	(1.10)
Total District & Support Personnel	74.07	70.95	75.54	77.91	77.18	73.52	(3.66)
Net Budgeted Additions / (reductions)							0.00
District Total	296.64	302.99	295.08	299.48	296.12	294.60	(1.52)

* F.T.E.= Full Time Equivalent includes all staff regardless of funding source

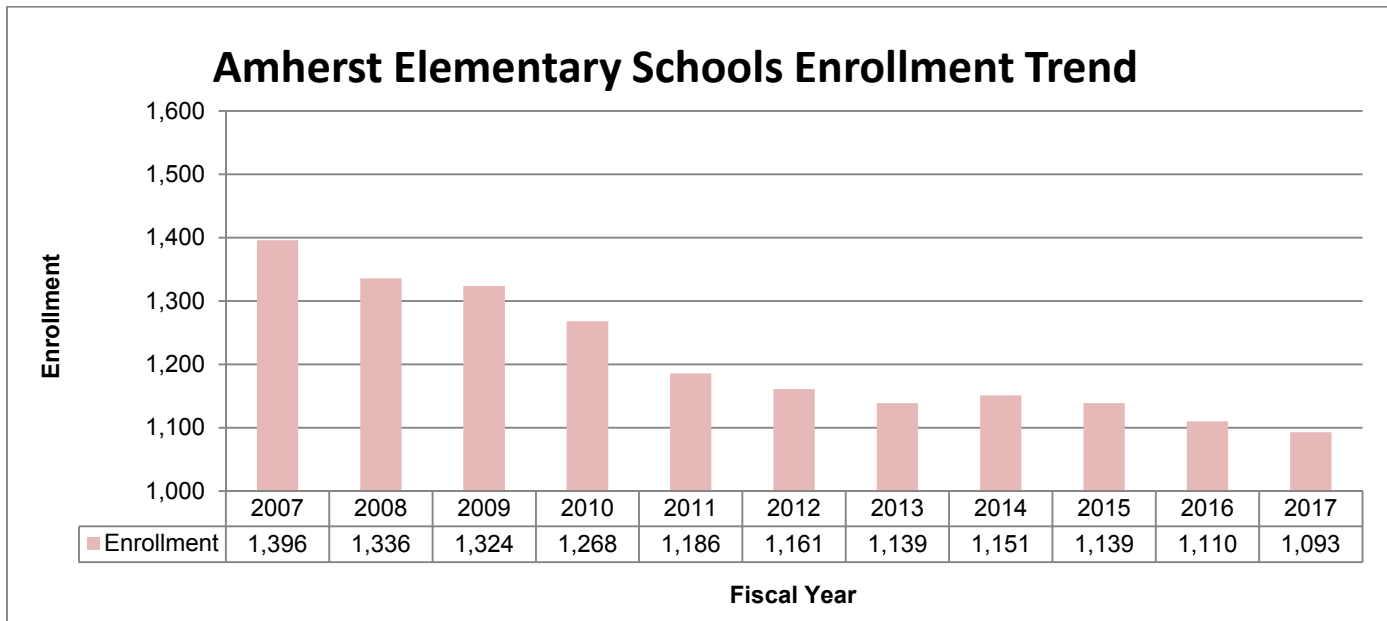
* FY11, FY12, FY13, FY14, FY15, and FY16 data as of October 31st of the given year

AMHERST ELEMENTARY SCHOOLS

AMHERST ELEMENTARY ENROLLMENTS

Historically, enrollments for subsequent school years are projected each October 1, based on actual enrollments for the current year using a cohort survival method. This method utilizes a rolling five-year enrollment average in order to establish a survival factor; that is, the variable increase or decrease in the average serves to project enrollments into the next few years. This is an established, reliable method of conducting projections. However, the most challenging level to predict is that of incoming kindergarten students. The Town Census does not capture all of the four-year olds in Amherst and typically fails to report 35% to 40% of the kindergarteners that report to school in subsequent years.

Overall, the K-12 student population of the Town of Amherst is in decline. There is no current evidence that more children than is typical are enrolling in private schools, though there are more children and families opting for Charter School placements.



Enrollment History and Projection

FY	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Kindergarten	192	176	178	173	130	148	149	152	142	146	139
Grade 1	181	185	185	179	165	142	158	166	149	139	151
Grade 2	198	179	182	181	175	172	145	161	170	149	141
Grade 3	206	205	175	176	167	179	168	141	166	171	149
Grade 4	199	194	207	181	190	170	174	168	155	180	177
Grade 5	196	201	196	196	175	181	168	191	173	152	185
Grade 6	224	196	201	182	184	169	177	172	184	173	151
Total	1,396	1,336	1,324	1,268	1,186	1,161	1,139	1,151	1,139	1,110	1,093
Percentage Change	-1.48%	-4.30%	-0.90%	-4.23%	-6.47%	-2.11%	-1.89%	1.05%	-1.04%	-2.55%	-1.53%

AMHERST ELEMENTARY SCHOOLS

Amherst Choice-in Students

FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Current	FY 17 Projected
36	39	54	49	51

Off Campus Enrollment

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Current	FY 17 Projected
Choice – Out	27	29	29	24	22	21	18
Charter Schools	43	52	55	62	74	86	89
Private/Parochial	-	-	126	106	106	92	92
Special Education Out-of-District	2	4	3	3	1	2	2
Home School	-	-	23	28	28	17	17

AMHERST-PELHAM REGIONAL SCHOOLS

RECOMMENDED by the Finance Committee vote of 7-0.

Budget: \$30,804,122, with \$15,196,144 as Amherst's assessment to support the budget. Amherst's assessment increases 2.5% from FY16. On March 8, 2016 the Amherst-Pelham Regional School Committee voted 7-0, with 2 absent to recommend this.

Core Mission: To provide all students with the high quality education that enables them to be contributing members of a multiethnic, multicultural, pluralistic society, and to create an environment that achieves equity for all students and ensures that each student is a successful learner, is fully respected, and learns to respect others.

FY17 Summary:

The FY17 Regional budget of \$30,804,122 is an overall increase of \$781,282 or 2.6% over the FY16 budget of \$30,022,840. Based on the FY17 Alternative Regional School District Assessment Formula, the combined assessment for all four towns is \$19,544,726, which is \$384,143 or 2.0% higher than in FY16. The Amherst assessment increases by \$370,638 or 2.5% from the current year and meets the Finance Committee Guidelines of November 2015.

Supplementing the budget of \$30,804,122 are revolving fund expenses of \$2,010,772 and grants for FY17 of \$408,104 (\$349,423 in salaries and \$58,681 in expenses), for projected total spending in FY17 of \$33,222,998. Sometimes the Regional Schools receive gifts and donations from individuals and companies. In calendar year 2015, those totaled \$113,384.

The State calculates the per-pupil cost at the end of each fiscal year after schools file their year-end reports. This cost represents spending from all sources, which include appropriations, grants and revolving funds. The Region's per-pupil cost was \$19,979 in FY15, the last year officially computed by the State. Based on the formula the State uses to calculate per-pupil cost, the Region's per-pupil cost is estimated at \$20,258 in FY16 and \$20,785 for FY17. The FY17 per pupil cost based only on appropriations from the four Towns would be \$12,292.

The FY17 budget includes \$366,294 for increases in the minimum wage; a para-educator; coaching stipends; sabbaticals; drivers, custodians, and maintenance employees; instructional coach; Greenfield Community College Dual enrollment program; Science, Technology, Engineering, Arts and Mathematics (STEAM); a contribution to the Other Post-Employment Benefits (OPEB) Trust Fund; and wireless network upgrade.

Budget savings over the past several years have been mainly related to declining enrollments. For FY17 these savings total \$474,507 and include a reduction of 6.51 FTE's across the Central Office and both the Middle and High Schools. In addition dues, supplies, contracted services, and health and unemployment insurance were reduced.

Regular education instruction for FY17 is 28.33% of the budget, special education is 20.55%, and employee and retiree health insurance is 12.92%.

The estimated net OPEB obligation is presented in the budget, and as of FY15, is projected at \$23,692,774. OPEB benefits are comprised primarily of the employer's obligation for retiree health insurance. The Regional School District's FY17 budget includes a contribution of \$116,459 to the fund. The Regional School District is required to update its valuation every other year. The next valuation will take place in FY17. (Pension costs are separate from other post-employment benefits. The region pays a pension assessment to the Hampshire County Retirement System, which can be found on page 141 of the regional school district's FY17 budget book.)

Regional School Committee policy guides investment of the OPEB Fund, as well as of General Funds, Special Revenue and Agency Funds, Debt Service Funds, Capital Projects Funds, Trust Funds and Stabilization Funds.

Additional Information:

The Regional School Committee policy for capital needs planning states that capital improvement is a tangible asset or project with an estimated useful life of five years or more and a cost of \$5,000 or more. When the School Committee approves a capital request, the Regional Agreement Assessment Formula determines each town's share of the request, and Amherst's Regional share becomes part of the Town's Capital Plan, which is voted at Town Meeting. For FY17 Amherst's estimated share of the Capital Budget Assessment is \$284,354. On March 8, 2016, the Regional School Committee voted 7-0 and 2 absent to appropriate the sum of \$635,000 for the projects being proposed for FY17: stair treads, mechanical HVAC pump room, intercom upgrades, baseball back stop, chimney repointing, and ADA upgrades.

Declining enrollments in the Regional Schools have been one reason for some reductions from a level-services budget over the past few years. In FY07 the Middle and High School enrollment was 1,877 students. The projection for FY17 is 1,382, for a loss of 495 students or 26%. The projected loss from FY16 to FY17 is 25 students or 1.7%. Choice-In students in FY16 number 73; the number projected for FY17 is 68. Choice-In openings are on a space-available basis, and minimal additional staffing is required. Districts admitting Choice-In students receive \$5,000 per child from the sending school district. The Regional enrollment figures for FY16 and projected FY17 include Choice-In students.

AMHERST-PELHAM REGIONAL SCHOOLS

Some Regional students reside in tax-exempt University of Massachusetts student housing. The Joint Agreement signed by the Town and University last fall for \$120,000 is in recognition of the myriad of services that the Town provides UMass students, staff and faculty, including educating K-12 students who live in tax exempt housing and first responders. It is not specific to the schools or any other area of the budget. This is General Fund revenue that is part of the entire revenue package that is allocated out to support all town services. However, the Agreement goes on to state that the Town and University agree to jointly study the impact of K-12 students living in tax exempt housing on local schools.

In FY16 students attending Vocational Schools number 53, with 57 projected for FY17. Charter students in FY16 number 90; for FY17 the projected number is 103. For FY16, Choice-Out students number 31, with 34 expected in FY17. Special Education Out-of-District placements number 14 in FY16 and are projected at 14 for FY17.

Vocational schools set their own tuition rates, adjusted by State formula, which range between \$16,000-\$18,000. Charter schools receive the per-pupil cost of the sending school with some State adjustments. Choice Out payment is \$5,000 per student, the same rate as Choice In.

Unlike Vocational, Charter and Choice-Out Schools, which involve a financial responsibility from Amherst, private school enrollment numbers for Amherst students are less accurate, since the numbers rely on information from families and/or requests for information from the receiving schools. In addition, 22 Regional students are home-schooled. In FY16 the total Out-of-District enrollment is 299 students.

Vocational schools attended by Amherst students include Pathfinder, Franklin County Technical and Smith Vocational. Charter schools include Pioneer Valley Performing Arts High School, Hilltown Cooperative Charter School, Pioneer Valley Chinese Immersion School, and Four Rivers Charter Public. Choice-Out schools include Belchertown, Frontier, Gill Montague, Hadley, Massachusetts Virtual Academy, Northampton, Pioneer and TEC Connections Academy. No public funds are spent to send the estimated 89 children who live in the district to the private schools they attend, including Bement, Deerfield Academy, Eagle Brook, Hartsbrook, MacDuffie, Phillips Academy, Stoneleigh-Burnham, Williston Northampton School and Wilbraham/Monson Academy.

The Superintendent, staff and Regional School Committee will continue to review the \$30,804,122 budget and adjust the line items as appropriate.

A complete and detailed Regional School budget can be viewed on the Schools' website. Go to www.arps.org, Quick Link and scroll to Budget Information where both the Regional and Elementary budgets are posted.

FY2017 BUDGET							
REVENUES SUPPORTING OPERATING BUDGET							
	FY13	FY14	FY15	FY16	FY17	DIFF	
Revenue							
Chapter 70	9,233,467	9,272,992	9,338,008	9,341,857	9,379,437	37,580	0.40%
Chapter 70 to Stabilization	(94,200)	(91,000)	(87,800)	(84,600)	(76,500)	8,100	
SUBTOTAL: available from Ch 70	9,139,267	9,181,992	9,250,208	9,257,257	9,302,937	45,680	
Transportation Reimbursement	508,140	531,846	625,000	625,000	700,000	75,000	
Medicaid Reimbursement	120,000	98,100	92,443	90,000	95,000	5,000	
Charter Reimbursement	157,881	224,280	171,455	190,000	360,000	170,000	
Choice Revenues	-	-	-	-	-	0	
Fund Balance - OPEB Contributions	-	-	-	-	116,459	116,459	
Indirect Cost Reimbursement	-	-	-	-	-	0	
Interest Revenue	14,000	14,000	14,000	20,000	30,000	10,000	
E&D for budget support	633,441	500,000	450,619	400,000	375,000	(25,000)	
E&D for contingency	280,000	280,000	280,000	280,000	280,000	0	
Assessments	17,674,829	18,300,597	18,734,753	19,160,583	19,544,726	384,143	
Total Revenue	28,527,558	29,130,815	29,618,478	30,022,840	30,804,122	781,282	2.60%
Total Expense	28,527,558	29,130,815	29,618,478	30,022,840	30,804,122	781,282	2.60%
Revenue less Expense	0	0	-	-	-	-	
Assessments							
Amherst	13,746,434	14,158,830	14,463,908	14,825,506	15,196,144	370,638	2.50%
Pelham	1,205,893	1,259,488	1,261,955	1,214,614	1,125,782	(88,832)	-7.31%
Leverett	1,297,147	1,398,899	1,439,988	1,465,029	1,522,460	57,431	3.92%
Shutesbury	1,425,355	1,483,380	1,568,902	1,655,434	1,700,340	44,906	2.71%
	17,674,829	18,300,597	18,734,753	19,160,583	19,544,726	384,143	2.00%
	2.1%	3.5%	2.4%	2.3%	2.0%		

AMHERST-PELHAM REGIONAL SCHOOLS

25% OF GENERAL FUND OPERATING BUDGETS

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Original Budget	FY16 Current Budget	FY17 Fin Com	DIFF
<u>PAYROLL ACCOUNTS</u>							
Regular Education	7,397,712	6,717,776	6,571,698	6,568,981	6,206,585	6,475,368	268,783
Special Education	4,482,516	4,623,964	4,581,038	4,633,817	4,730,599	4,802,639	72,040
Other Programs	246,855	281,733	264,973	269,168	269,399	291,143	21,744
Support Services	1,329,581	1,396,736	1,578,814	1,649,325	1,644,030	1,626,611	(17,419)
School Administration	1,232,567	1,208,762	1,282,290	982,338	1,105,601	1,117,684	12,083
Central Administration	668,491	659,919	647,233	681,347	676,078	613,756	(62,322)
Information Systems	207,503	199,608	212,549	206,778	208,710	208,710	-
Facilities	774,779	798,136	763,185	726,005	737,292	744,266	6,974
Transportation	394,652	410,175	421,349	409,466	429,359	402,673	(26,686)
Total Salaries	16,734,657	16,296,809	16,323,128	16,127,225	16,007,653	16,282,850	275,197
Substitutes	153,644	129,154	183,059	142,094	142,094	160,094	18,000
<u>EXPENSE ACCOUNTS:</u>							
Regular Education	1,329,466	1,466,967	1,659,607	1,793,742	2,090,208	2,369,406	279,198
Special Education	1,423,261	1,313,913	1,158,084	1,760,883	1,756,063	1,615,920	(140,143)
Other Programs	100,788	675,613	924,663	1,094,403	958,713	1,076,343	117,630
Support Services	156,118	103,111	117,403	132,357	141,977	127,428	(14,549)
School Administration	68,942	56,192	61,725	69,104	72,329	87,124	14,795
Central Administration	289,962	264,571	377,806	264,918	287,741	243,491	(44,250)
Information Systems	319,652	302,653	426,689	295,328	296,373	342,988	46,615
Facilities	297,479	396,127	263,503	292,978	284,178	287,696	3,518
Utilities	782,538	774,117	694,588	906,682	838,176	844,453	6,277
Transportation	955,282	972,110	980,463	991,089	990,543	964,645	(25,898)
Health Insurance							
Employees	2,458,853	2,688,888	2,625,348	2,567,582	2,502,052	2,501,377	(675)
Retirees	1,297,197	1,423,094	1,436,076	1,478,242	1,456,144	1,446,364	(9,780)
Other Operation Services	1,535,120	1,646,127	1,822,894	1,846,490	1,721,100	1,903,010	181,910
Other Programs & Control Accts	1,013	1,000	1,000	259,723	477,496	598,933	121,437
Total Expenses	11,015,673	12,084,483	12,549,849	13,753,521	13,873,093	14,409,178	536,085
TOTAL BUDGET	27,903,973	28,510,446	29,056,036	30,022,840	30,022,840	30,852,122	829,282
Undistributed Additions / Reduction	-	-	-	-	-	(48,000)	(48,000)
BUDGET TOTAL	27,903,973	28,510,446	29,056,036	30,022,840	30,022,840	30,804,122	781,282
Change from previous year	351,501	606,473	545,590	966,804		781,282	
Percent change from previous year	1.3%	2.2%	1.9%	3.3%		2.60%	

AMHERST-PELHAM REGIONAL SCHOOLS

AMHERST-PELHAM REGIONAL SCHOOL DISTRICT
FY17 BUDGET

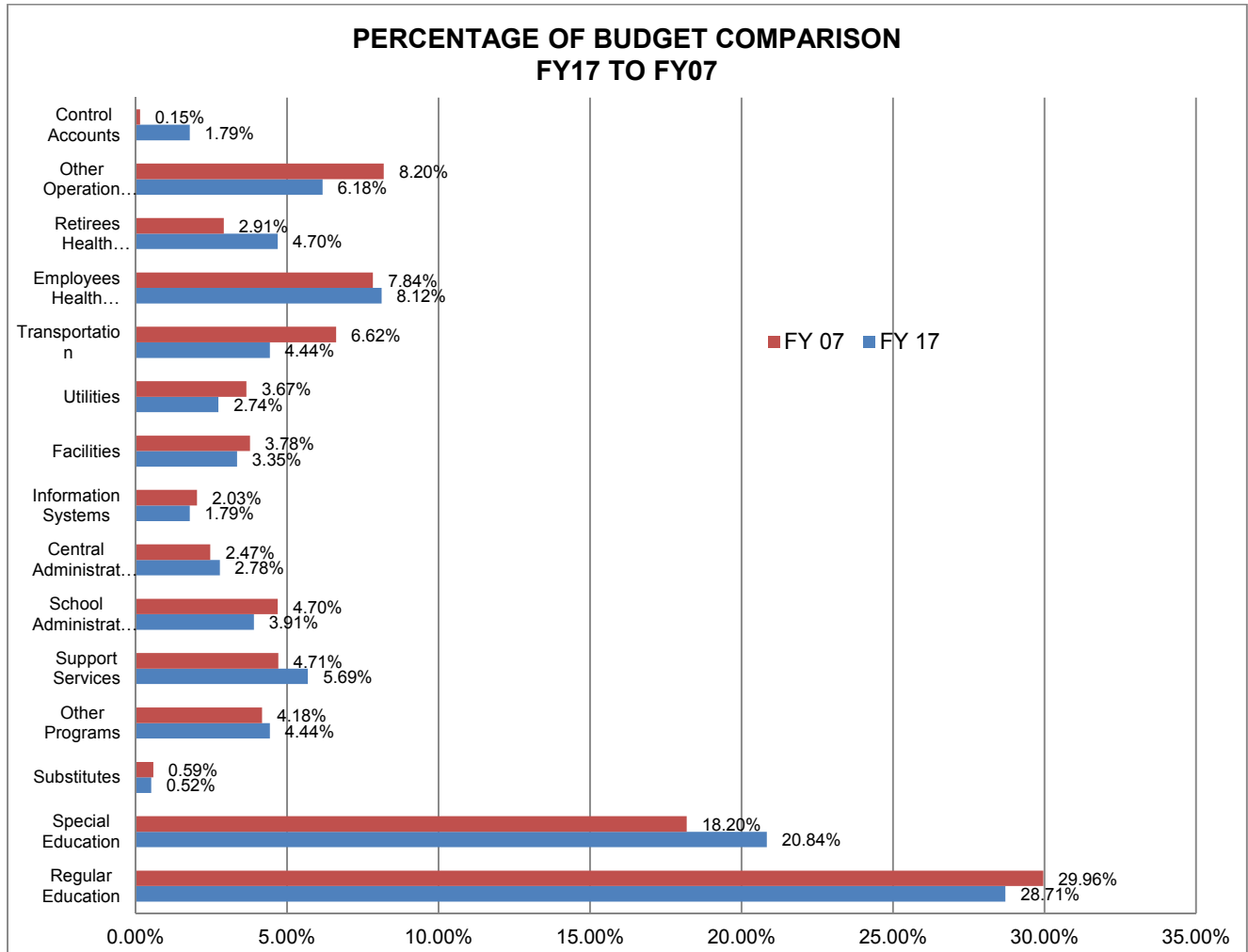
**BUDGET ADDITIONS / (REDUCTIONS)
to Level Services Budget**

Location	Department	Description	FTE	\$	Total
Budget Adjustments					
District-wide	Human Resources	Shift to Health Insurance Trust Fund	(0.15)	(7,500)	
District-wide	Media Center	Supplies		(5,665)	
District-wide	Special Education	Administrator - shift from Amherst	0.10	11,000	
District-wide	Substitutes	Minimum wage increase		18,000	
District-wide	Utilities	Electricity savings - net metering credits		(15,000)	
High School	Athletics	Coaching stipends		20,000	
			(0.05)		20,835
Budget Additions					
District-wide	Control Accounts	Sabbatical		40,000	
District-wide	Information Services	Wireless network upgrade		50,000	
District-wide	Risk & Benefits	OPEB Contribution		116,459	
High School	Health Services	Paraeducator - LPN	1.00	35,000	
High School	Other Services	AFSCME Staff	0.50	20,000	
High School	Regular Education	GCC Dual enrollment program		25,000	
High School	Regular Education	STEAM Program		35,000	
High School	Staff Development	Instructional coach	0.40	24,000	
			1.90		345,459
Budget Reductions					
District-wide	Business Office	Membership dues		(1,373)	
District-wide	English Language Education	Coordinator	(0.10)	(5,650)	
District-wide	Facilities	Supplies, contracted services		(5,000)	
District-wide	Family Center	Professional staff - Amherst College will fund	(1.00)	(50,000)	
District-wide	Human Resources	Contracted services		(6,000)	
District-wide	Information Systems	Supplies, contracted services		(5,000)	
District-wide	Risk & Benefits	Health insurance		(30,000)	
District-wide	Risk & Benefits	Unemployment insurance		(30,000)	
District-wide	Special Education	Professional staff - assistive technology	(0.50)	(36,000)	
District-wide	Superintendent's Office	Supplies, contracted services		(12,000)	
District-wide	Superintendent's Office	Director of teaching & learning	(0.36)	(46,072)	
District-wide	Superintendent's Office	Clerical	(0.75)	(39,412)	
District-wide	Teaching & Learning	Contracted services		(5,000)	
High School	Regular Education	Professional staff	(0.80)	(48,000)	
Middle School	Special Education	Paraeducator	(1.00)	(35,000)	
Middle School	Regular Education	Professional staff - enrollment driven	(2.00)	(120,000)	
			(6.51)		(474,507)
Net Budget Additions / (reductions)				(4.66)	(108,213)
Net TARGET Budget Additions / (reductions)					(108,213)
Net reductions required to meet projected budget support					-

AMHERST-PELHAM REGIONAL SCHOOLS

Regular Instruction	This section includes payroll and expenses for the following departments: English, Math, Science, Social Studies, Art, Music, World Language, Physical Education, Reading, Technology, Health Education, English Language Learner, Classroom Program Support, Program Development, Summer School, Computer Instruction, Performing Arts, School Choice Assessment, Business Education, Family Consumer Science, and Charter School Assessment
Special Education	This section includes payroll and expenses for SE Administration, SE Instruction, SE Psych Services, SE Specialists, SE District Specialists, and SE Alternative Education programs
Subs/Temp & Other	This section includes payroll and expenses for Substitutes
Other Programs	This section includes vocational tuitions, athletic programs, and stipends for after school club coordinators.
Support Services	This section includes payroll and expenses for the following departments: Libraries, Production Support Center, Media Support Center, Student Services, Guidance Services, Health Services, and Staff Development
School Administration	This section includes payroll and expenses for the High School and Middle School administration.
Central Administration	This section includes payroll and expenses for School Committee, Superintendent's Office, Human Resources, and Business Office.
Information Systems	This section includes payroll and expenses for the Information Systems office.
Facilities	This section includes payroll and expenses for Facility Management, Custodial Services, Maintenance Services, and Utilities
Utilities	This section includes expenses for heating, electricity, water & sewer, and telephone usage.
Transportation	This section includes payroll and expenses for Transportation Services
Employee Health Ins.	This section includes the health insurance expense for active personnel
Retiree Health Ins.	This section includes the health insurance expense for retired personnel
Other Operation Services	This section includes expenses for Food Services, Risk & Benefit Management, and the Control Accounts. Health insurance has been shown separately from Risk and Benefit Management and is reflected above. Transfers are also included here.
Control Accounts	This section includes contingencies for maternity leave, sabbatical, unit and non unit contract negotiations, increases and reductions etc...

AMHERST-PELHAM REGIONAL SCHOOLS



Five Year Comparison	FY17 Proposed		FY07 Original	
	Budget	FY17	Budget	FY07
Regular Education	\$ 8,844,774	28.71%	\$ 7,995,296	29.96%
Special Education	\$ 6,418,559	20.84%	\$ 4,856,285	18.20%
Substitutes	\$ 160,094	0.52%	\$ 156,588	0.59%
Other Programs	\$ 1,367,486	4.44%	\$ 1,114,363	4.18%
Support Services	\$ 1,754,039	5.69%	\$ 1,257,915	4.71%
School Administration	\$ 1,204,808	3.91%	\$ 1,254,184	4.70%
Central Administration	\$ 857,247	2.78%	\$ 660,158	2.47%
Information Systems	\$ 551,698	1.79%	\$ 542,876	2.03%
Facilities	\$ 1,031,962	3.35%	\$ 1,007,989	3.78%
Utilities	\$ 844,453	2.74%	\$ 978,226	3.67%
Transportation	\$ 1,367,318	4.44%	\$ 1,766,884	6.62%
Employees Health Insurance	\$ 2,501,377	8.12%	\$ 2,092,706	7.84%
Retirees Health Insurance	\$ 1,446,364	4.70%	\$ 777,508	2.91%
Other Operation Services	\$ 1,903,010	6.18%	\$ 2,187,707	8.20%
Control Accounts	\$ 550,933	1.79%	\$ 39,800	0.15%
Total	\$30,804,122	100.00%	\$26,688,485	100.00%

AMHERST-PELHAM REGIONAL SCHOOLS

Full-Time Equivalent Employees:

**Amherst Pelham Regional Schools
FY17 District Staffing Profile
From All Funding Sources**

*Staffing Analysis by F.T.E.**

	2013-2014	2014-2015	2015-2016	2016-2017	Change
Building Specific Personnel:					
Administrative Staff	5.90	5.90	4.90	5.00	0.10
Administrative Support Staff	13.00	13.00	12.00	12.00	0.00
Professional Staff					
English	14.90	15.50	13.10	12.60	(0.50)
Math	17.60	18.10	15.10	14.60	(0.50)
Science	16.00	14.65	14.10	13.60	(0.50)
Social Studies	14.80	13.70	12.80	12.30	(0.50)
World Language	12.38	12.20	11.00	11.00	0.00
Music	3.40	3.40	3.70	3.70	0.00
Art	4.80	4.80	5.90	5.90	0.00
Physical Education	3.90	4.00	3.80	3.80	0.00
Technology Education	5.00	2.90	2.80	2.80	0.00
Theater & Dance	2.70	2.70	2.60	2.60	0.00
Business Education, Health Education	1.58	2.38	1.00	1.00	0.00
Family Consumer Science	1.40	1.40	1.00	1.00	0.00
Classroom Support	0.00	0.00	0.00	0.00	0.00
English Language Learner	4.00	3.70	3.70	3.60	(0.10)
Special Education	32.80	32.80	35.09	35.09	0.00
Guidance	10.32	10.32	9.70	9.70	0.00
Library	2.00	2.00	2.00	2.00	0.00
Health Services	2.00	2.00	2.00	2.00	0.00
Athletics Department	2.60	2.60	2.60	2.60	0.00
Instructional Coaching	0.00	0.00	2.00	2.40	0.40
Student Activity	0.40	0.40	0.40	0.40	0.00
Paraeducator Staff, LPN's, and Other					
Regular Education	7.37	6.08	6.08	6.08	0.00
Special Education	57.85	55.95	58.95	57.95	(1.00)
LPN's	2.00	2.00	2.00	3.00	1.00
Library Paraprofessionals	2.50	2.50	2.50	2.50	0.00
Other	2.20	2.20	2.20	2.20	0.00
Total Building Specific Personnel	243.40	237.18	233.02	231.42	(1.60)
District Program & Support Personnel					
District-wide Special Education Services	15.46	14.74	13.74	13.24	(0.50)
Other Support Services	4.94	5.94	5.44	5.44	0.00
Student Services	1.00	3.15	2.70	2.70	0.00
Central Administration	9.20	9.61	8.82	7.56	(1.26)
Information Systems	2.70	2.70	2.70	2.70	0.00
Facilities & Operations	17.91	16.91	15.91	16.41	0.50
Transportation	15.88	15.88	15.25	15.25	0.00
Total District & Support Personnel	67.07	68.92	64.55	63.29	(1.26)
Undistributed Additions / (Reductions)				(0.80)	(0.80)
District Total	310.47	306.09	297.56	293.91	-3.66

* F.T.E.= Full Time Equivalent includes all staff regardless of funding source

* FY13, FY14, FY15 and FY16 data as of October 31st of the given year

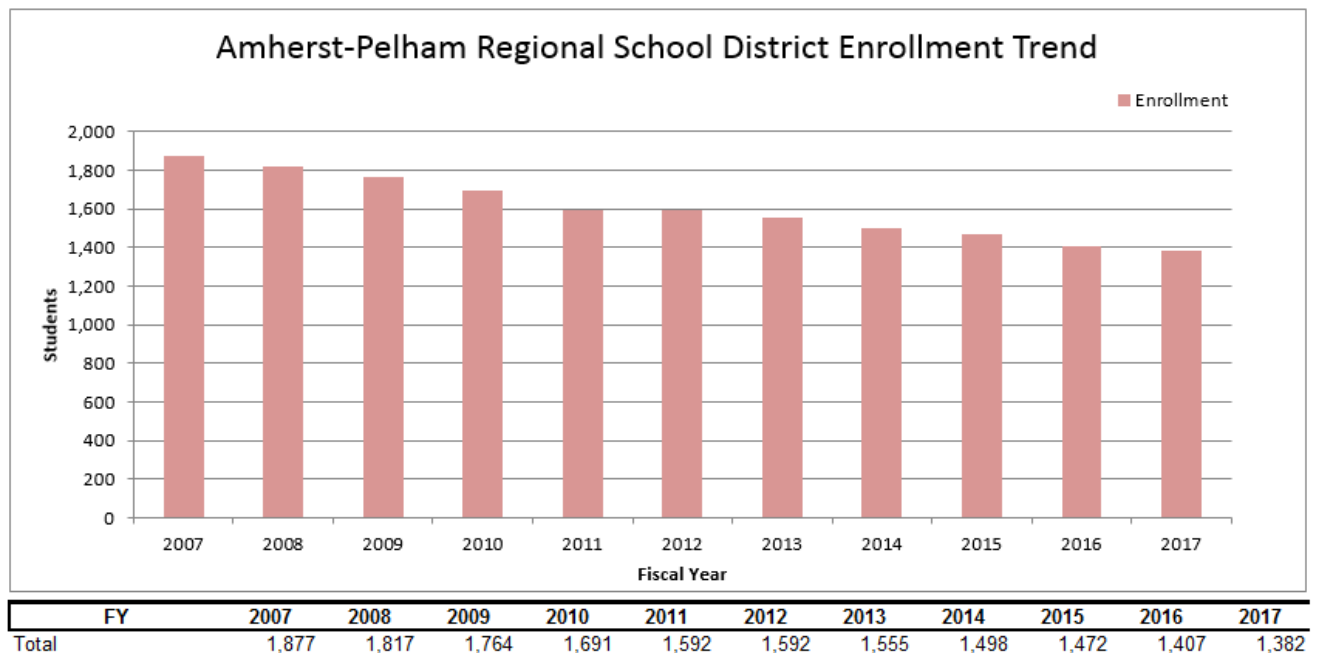
AMHERST-PELHAM REGIONAL SCHOOLS

ENROLLMENT

Historically, enrollments for subsequent school years are projected each October 1, based on actual enrollments for the current year using a cohort survival method. This method utilizes a rolling five-year enrollment average in order to establish a survival factor; that is, the variable increase or decrease in the average serves to project enrollments into the next few years. This is an established, reliable method of conducting projections. However, the most challenging level to predict is that of incoming kindergarten students. The Town Census does not capture all of the four-year olds in Amherst and typically fails to report 35% to 40% of the kindergarteners that report to school in subsequent years.

At the Regional level, projections begin with assessing the number of Grade 6 students who are expected to attend the regional middle school in the following year as Grade 7 students. This includes Grade 6 students in Amherst, Pelham, Leverett and Shutesbury, including those Amherst students who may be Choice students in Pelham or Leverett. While Choice students attending Pelham and Leverett are entitled to enroll in the regional district when they enter Grade 7, it is typically only those Amherst students who Choice into other districts that reliably attend. Shutesbury does not participate in School Choice.

Overall, the K-12 regional student population is in decline. Reviewing the student enrollments over time, the last time period in which Regional enrollments were in the 1500 range was in 1990-1993. Peak enrollments (2000 or greater) occurred between 1998 and 2004. The chart below illustrates enrollments since 2007.



Enrollment History and Projection

FY	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Grade 7	275	291	241	249	222	244	236	241	222	222	222
Grade 8	282	284	293	244	253	229	241	232	241	234	223
Grade 9	309	314	305	307	268	286	267	248	246	232	246
Grade 10	321	299	311	290	283	261	265	250	241	240	221
Grade 11	333	315	309	301	277	294	254	265	239	230	233
Grade 12	357	314	305	300	289	278	292	262	283	249	237
Total	1,877	1,817	1,764	1,691	1,592	1,592	1,555	1,498	1,472	1,407	1,382
Percentage Change	-2.44%	-3.20%	-2.92%	-4.14%	-5.85%	0.00%	-2.32%	-3.67%	-1.74%	-4.42%	-1.78%

AMHERST-PELHAM REGIONAL SCHOOLS

Regional Choice-in Students

FY 11	FY 12	FY 13	FY 14	FY 15	FY16	FY17 Projected
68	78	92	104	89	73	68

Off Campus Enrollment

	FY 11	FY 12	FY 13	FY 14	FY 15	FY16	FY17 Projected
Choice-Out	20	19	21	24	35	31	34
Charter Schools	60	66	64	68	71	90	103
Private Schools	-	-	81	96	96	89	89
Vocational School	39	39	34	38	49	53	57
SE Out of District	20	19	22	16	15	14	14
Home School	-	-	31	24	24	22	22

49
FINANCE COMMITTEE REPORT - FY17

WATER FUND

SOURCES OF FUNDS	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Revenues	\$ 4,049,760	4,079,174	4,103,147	4,175,007	4,265,678	90,671	2.2%
Interest and Late Fees	\$ 27,650	27,243	24,349	20,000	20,000	0	0.0%
Borrowing Authorizations	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 0	360,750	0	0	0	0	0.0%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
TOTAL	\$ 4,077,410	4,467,167	4,127,497	4,195,007	4,285,678	90,671	2.2%

EXPENDITURES	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Budget	\$ 3,015,169	3,061,615	3,135,582	3,224,588	3,216,615	(7,973)	-0.2%
Debt Service	\$ 298,850	294,850	365,850	362,100	355,100	(7,000)	-1.9%
Capital Program	\$ 325,000	728,750	720,000	145,000	262,666	117,666	81.1%
TOTAL APPROPRIATION	\$ 3,639,019	4,085,215	4,221,432	3,731,688	3,834,381	102,693	2.8%
Indirect Costs Appropriated in General Fund	\$ 427,641	449,409	454,779	463,319	451,297	(12,022)	-2.6%
TOTAL EXPENDITURES	\$ 4,066,660	4,534,624	4,676,211	4,195,007	4,285,678	90,671	2.2%

RECOMMENDED by Finance Committee vote of 7-0.

APPROPRIATION: \$3,834,381 an increase of 2.8% (\$102,693) from FY 16.

BASIC FUNCTIONS: To supply adequate volumes of high-quality potable water supply for the Town and to maintain compliance with all Environmental Protection Agency drinking water regulations.

FULL-TIME EQUIVALENT EMPLOYEES: 18.73, unchanged from FY16.

FY 17 SUMMARY

The total Water Fund budget of \$4,285,678, of which \$451,297 is allocated to the General Fund for administrative costs, will increase 2.2 percent over FY16. The appropriation proposed here from Water Fund revenues for FY17 is an increase of 2.8 percent over FY16, in part because of an 81% increase in the capital program from \$145,000 to \$262,666. This increase in the capital program is partially offset by decreases in debt service and personnel services. Also budgeted is \$79,000 for the OPEB Trust Fund.

In order to sustain the Water Fund Balance against ongoing inflationary pressures, two measures are being taken. First, no Water Fund Balance funds are used to support the FY17 Water Fund operating budget. Second, the water rate will increase by \$0.10 per hundred cubic feet to \$3.65, which remains below state and regional averages.

Debt Service in FY17 covers the principal and interest payment for the Centennial Treatment Facility and Pine Street water infrastructure project (\$355,100). Capital Program expenditures are: \$200,000 for treatment system improvements, \$10,000 for water system leak study, \$47,666 for equipment, and \$5,000 for DPW facility improvements.

More information is available at <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>.

SEWER FUND

SOURCES OF FUNDS	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Revenues	\$ 3,855,848	4,011,759	4,045,916	4,191,650	4,130,158	(61,492)	-1.5%
Interest and Late Fees	\$ 26,919	32,556	26,493	20,000	20,000	0	0.0%
Surplus Funds	\$ 242,668	114,353	0	0	0	0	0.0%
TOTAL	\$ 4,246,004	4,158,668	4,072,410	4,211,650	4,150,158	(61,492)	-1.5%
EXPENDITURES	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Budget	\$ 2,912,414	3,003,786	3,045,722	3,221,352	3,197,450	(23,903)	-0.7%
Debt Service	\$ 318,066	430,926	404,304	386,158	378,610	(7,548)	-2.0%
Capital Program	\$ 486,000	255,000	240,000	250,000	240,000	(10,000)	-4.0%
TOTAL APPROPRIATION	\$ 3,716,481	3,689,712	3,690,026	3,857,510	3,816,060	(41,451)	-1.1%
Indirect Costs Appropriated in General Fund	336,333	333,949	348,920	354,140	334,098	(20,042)	-5.7%
TOTAL EXPENDITURES	\$ 4,052,814	4,023,661	4,038,946	4,211,650	4,150,158	(61,492)	-1.5%

RECOMMENDED by Finance Committee vote of 7-0.

APPROPRIATION: \$3,816,060, a decrease of 1.1% (\$41,450) from FY16.

BASIC FUNCTIONS: The collection, treatment, and disposal of sewage for the Town via an Enterprise Fund completely supported by user fees.

FULL-TIME EQUIVALENT EMPLOYEES: 18.48, unchanged from FY16.

FY 17 SUMMARY

The 1.1% decrease in FY17 is from a slight decrease in the operating budget (-0.7%) due to staff turnover, and decreases in debt service (-2%) and the capital program (-4%). There were no changes in the FTE during the year. The decrease in expenses allows the sewer rates to remain unchanged at \$3.75 per 100 CF, which remains below state and regional averages. Also as a result, no funds will be appropriated from Sewer Fund Surplus to support this operating budget. As of July 1, 2015, the Sewer Fund Free Cash balance was \$2,090,447, or 52 percent of operating revenues.

Sewer-related Debt Service of \$378,610 for FY17 covers the principal and interest payments for: previously-built sewer extensions (\$293,792); Harkness Road Sewer extension and design (\$11,600); and the Pine Street sewer extension (\$73,218). Capital Program expenditures are: \$100,000 for Wastewater Treatment Plant improvements, \$100,000 for Collection System improvements, \$35,000 for a Replacement Vehicle, and \$5,000 for DPW Facility improvements.

This budget includes a payment of \$150,000 into the Sewer Enterprise Fund Other Post-Employment Benefits Trust Fund in anticipation of future retiree health care benefits.

More information is available at <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>.

51
FINANCE COMMITTEE REPORT - FY17

SOLID WASTE FUND

SOURCES OF FUNDS	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Revenues	\$ 441,972	433,116	487,337	474,098	463,218	(10,880)	-2.3%
Interest and Late Fees	\$ 335	202	77	200	200	0	0.0%
Surplus Funds	\$ 53,055	0	14,603	0	0	0	0.0%
TOTAL	\$ 495,362	433,318	502,016	474,298	463,418	(10,880)	-2.3%
EXPENDITURES	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Expenditures	\$ 479,268	512,200	499,572	474,298	463,418	(10,880)	-2.3%
Debt Service	\$ 0	0	0	0	0	0	0.0%
Capital Program	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 479,268	512,200	499,572	474,298	463,418	(10,880)	-2.3%
Indirect Costs Appropriated in General Fund	0	0	0	0	0	0	0.0%
TOTAL EXPENDITURES	\$ 479,268	512,200	499,572	474,298	463,418	(10,880)	-2.3%

RECOMMENDED by Finance Committee vote of 7-0.

APPROPRIATION: \$463,418 a decrease of 2.3% (\$10,880) from FY16.

BASIC FUNCTIONS: To develop and promote user-fee-based programs that are viable alternatives to using landfills, and to dispose of solid waste in an environmentally safe manner. This includes monitoring closed landfills, managing the recycling and transfer facility, monitoring Town-wide solid waste and recycling collection and disposition, and special activities such as hazardous waste collection and disposal.

FULL-TIME EQUIVALENT EMPLOYEES: 3.0, unchanged from FY16.

FY 17 SUMMARY

The 2.3% decrease in the FY17 appropriation relative to the FY16 budget is due to the reduction in operating expenses, as well as lower revenues because of decreased tonnage of material (recycling and SLF Miscellaneous) brought to the Transfer Station – with no offsetting increases in fees and other sources of revenues. No funds from the Solid Waste Fund Surplus should be needed to support this budget for FY17. However, since FY05 operating revenues have not been great enough to reimburse the General Fund for services it provides. Unlike the other Enterprise Funds, this one does not contribute to OPEB. The Recycling and Refuse Committee in conjunction with Town staff are continuing to study options for the Solid Waste Fund, the Transfer Station, and the long-term Waste Management Plan for the Town.

More information is available at <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget> .

52
FINANCE COMMITTEE REPORT - FY17

TRANSPORTATION FUND

SOURCES OF FUNDS	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Revenues	\$ 964,404	975,295	1,014,162	966,150	1,003,250	37,100	3.8%
Interest and Late Fees	\$ 515	321	522	500	500	0	0.0%
Surplus Funds	\$ 100,218	0	0	0	0	0	0.0%
TOTAL	\$ 1,065,137	975,616	1,014,685	966,650	1,003,750	37,100	3.8%

EXPENDITURES	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Budget	\$ 819,625	773,111	622,997	605,438	612,377	6,939	1.1%
Debt Service	\$ 65,975	59,125	57,625	56,313	99,125	42,812	76.0%
Capital Program	\$ 35,000	40,000	20,000	55,000	0	(55,000)	-100.0%
TOTAL APPROPRIATION	\$ 920,600	872,236	700,622	716,751	711,502	(5,249)	-0.7%
Indirect Costs Appropriated in General Fund	\$ 96,835	96,835	247,078	249,899	292,248	42,349	16.9%
TOTAL EXPENDITURES	\$ 1,017,435	969,071	947,700	966,650	1,003,750	37,100	3.8%

RECOMMENDED by Finance Committee vote of 7-0.

APPROPRIATION: \$711,502, a 0.7% (\$5,249) decrease from FY16.

BASIC FUNCTIONS: To provide a parking and public transportation system for the Town via a self-supporting Enterprise Fund.

FULL-TIME EQUIVALENT EMPLOYEES: 4.6, unchanged from FY16.

FY17 SUMMARY

The FY17 appropriation relative to the FY16 budget is lower by \$5,249 (0.7% decrease), but it reflects a slight increase in the operating budgets of 1.1% (\$6,938), no separate allocations for the capital budget, and an increase in debt service of 76% (\$42,812) over the levels in the FY16 budget. The increase in debt service is related to improvements in the Amity Street parking lot, a project with an estimated cost of about \$200,000. The debt service is paid by the Transportation Enterprise Fund. Of the \$99,125 in projected debt service, \$44,000 is attributable to the planned reconstruction of the Amity Street lot authorized by the Fall 2015 Special Town Meeting. The rest is paying down parking garage debt. The user fees in this budget have remained the same as in FY16, and are unchanged since 2008.

This budget includes charges for General Fund Services of \$292,248, an amount transferred from the Transportation Fund to the General Fund to compensate the latter for the cost of the services used by the former. These costs include PVTA assessment of \$135,628 and Registry of Motor Vehicle Ticket Marking Assessment of \$52,000. Other transfers go for services rendered for the Fund by the Town Manager/Select Board, Finance Department, Human Resources, Construction & Maintenance, Information Systems, and Police.

This budget also includes a payment of \$26,902 into the Other Post-Employment Benefits Trust Fund in anticipation of future retiree health care benefits.

As of July 1, 2015, the Transportation Fund Free Cash was \$260,005, or 27% of operating revenues.

More information is available at <http://www.amherstma.gov/2220/FY-2017-Town-Manager-Budget>.

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 11. Reserve Fund
(Finance Committee)**

To see if the Town will raise and appropriate \$100,000 for the Reserve Fund for FY 2017.

RECOMMENDED by Finance Committee vote of 7-0.

The Reserve Fund is used by the Finance Committee to pay for extraordinary or unforeseen expenses that may occur during a fiscal year. Any unspent money remaining in the Fund after the fiscal year ends becomes Free Cash. The requested \$100,000 is the same amount that has been requested for many years.

**ARTICLE 12. Revolving Fund Reauthorization
(Finance Committee)**

To see if the Town will reauthorize a revolving fund pursuant to Chapter 44, §53E½ of the Massachusetts General Laws for the operation of an After School Program from which the receipts shall be credited for expenditure by the LSSE department as authorized by the Department Head of the LSSE or his/her designee for supplies and services, including salaries and benefits of staffing, and related administrative costs for the program operation with a limit of \$400,000 that may be expended from said revolving fund in the fiscal year which begins on July 1, 2016.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

Revolving funds are used to manage fee-supported programs in the Town and in the Regional Schools. In order to continue operating, the After School Program Trust Fund needs to be reauthorized annually by Town Meeting. Fees from families and other revenues are deposited in the fund, and expenses, including the salary and benefits of program staff, are paid from the fund. The fund will have an authorized expenditure limit of \$400,000, under the direction of the LSSE Director, for the purpose of providing after school programs. In FY15, revenues and expenditures totaled \$196,958. This fiscal year, from July 1, 2015, through March 31, 2016, revenues into the fund totaled \$116,706 and expenditures from the fund totaled \$156,747. The revolving fund covers only the LSSE program.

**ARTICLE 13. Capital Program - Equipment
(Joint Capital Planning Committee)**

To see if the Town will appropriate \$1,731,866 to purchase, repair, and/or install new or replacement equipment and determine whether such appropriation shall be met by taxation, by the transfer of available funds, or otherwise and further to authorize the application for and acceptance of any gifts, bequests, or grants.

RECOMMENDED by Finance Committee vote of 7-0.

This article appropriates \$1,402,616 from taxation and \$329,250 from the Ambulance Fund for a total of \$1,731,866 to fund equipment purchases. A summary of requested equipment purchases is provided below. Please read JCPC's separate report to Town Meeting for more details.

Cost	Item and Description
\$25,000	Photocopiers
\$121,000	Computer equipment
\$20,000	Disaster Recovery Systems and Plan
\$15,000	Indoor/Outdoor Wireless System Upgrades
\$35,000	Building Switch replacements
\$20,000	Software/Applications
\$140,000	Police Vehicles
\$175,000	Police Portable Radios
\$260,000	Ambulance
\$17,500	Ballistic Protective Vest/Jackets
\$35,000	IV Pumps
\$16,750	Intubation Scopes
\$40,000	Fire Protective Gear
\$24,000	Portable Radios
\$12,000	SCBA (breathing apparatus) Tester
\$22,982	Fire Department Staff Van
\$180,000	Sidewalk Plow

ANNUAL TOWN MEETING WARRANT ARTICLES

\$17,334	Conservation Department Tractor
\$11,000	Cherry Hill Tee Box, Collar and Greens Mower
\$15,000	LSSE Department Pick-up Truck and Trailer
\$8,000	Pool Vacuums
\$5,500	Depth Marker and Lane Lines
\$25,000	Facilities Department Maintenance Vehicle
\$10,000	Furniture
\$35,000	Infrastructure for library Digital File Storage
\$25,000	Library Technology Equipment Replacement
\$15,800	Jones Library Website Upgrade
\$93,000	School Bus
\$40,000	School Maintenance Vehicle
\$5,000	School Furniture
\$20,000	Wildwood Boiler Repair (essential stop-gap measure to get through another year)
\$202,900	School Computer Replacements
\$8,000	School Multimedia Equipment
\$30,000	School Department IT Van
\$6,100	School Telecommunications

ARTICLE 14. Capital Program – Buildings and Facilities (Joint Capital Planning Committee)

To see if the Town will appropriate \$526,000 to repair and/or improve buildings and facilities and determine whether such appropriation shall be met by taxation, by the transfer of available funds, or otherwise and further to authorize the application for and acceptance of any gifts, bequests, or grants.

RECOMMENDED by Finance Committee vote of 7-0.

This article appropriates \$330,000 from taxation for building repairs, and \$196,000 from taxation for a range of maintenance and/or facility improvement projects. Note that other sources of funding, such as state Chapter 90 funds for road repairs and Community Preservation Act funds are used for selected building and facilities projects, detailed in the Joint Capital Planning Committee Report to Town Meeting. A summary of requested purchases for buildings and facilities is provided below. Please read JCPC's separate report to Town Meeting for more details.

Cost	Item and Description
\$65,000	General Building Envelope Repairs
\$35,000	Bangs Center Interior Repairs
\$7,000	Bangs Center Window Repair
\$30,000	Senior Center Kitchen Equipment
\$8,000	Floor Auto Scrubber
\$5,000	North Amherst School Exterior Maintenance
\$25,000	Munson Building Interior Maintenance
\$25,000	Munson Library Flooring
\$5,000	Public Works Facility Repairs
\$20,000	Community Field Restrooms
\$20,000	Cherry Hill Clubhouse Building
\$10,000	Energy Management Upgrade to School Buildings
\$30,000	School Building Interior Upgrades
\$15,000	Fort River Exterior Doors
\$10,000	Fort River Roof
\$20,000	Fort River Parking Lot Lighting
\$20,000	Zoning Bylaw Signs
\$6,000	Street Lights
\$100,000	Paving
\$20,000	Tree Removal Support
\$50,000	National Pollution Discharge Elimination System Program Implementation

ANNUAL TOWN MEETING WARRANT ARTICLES

ARTICLE 15. Sewer Debt – Amherst Woods Station Road Phase II (Finance Committee)

To see if the Town will appropriate \$3,000,000 to pay for the costs of designing and constructing sewer system improvements and sewer main extensions for phase II of the Amherst Woods Sewer extension and repaving of roads impacted in phase I & II, and any and all costs related thereto and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8 of the Massachusetts General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

RECOMMENDED by Finance Committee vote of 7-0.

This borrowing, financed through Sewer Enterprise Fund revenues, will allow completion of the sewer line extension and improvements in the Amherst Woods area. The project, originally authorized in 2011, proved to be more costly than the estimated \$4.2 million, so it was divided into two phases. The first phase is completed and \$400,000 of the original borrowing remains. The borrowing to be authorized under this Article, \$3,000,000, is necessary to complete the project. This borrowing will not impact the property tax rate, nor will it raise the sewer rate in FY17.

ARTICLE 16. Capital Program – Debt Repurpose (Finance Committee)

To see if the Town will vote to amend Article 15 of the May 2015 ATM by changing the source of funds for AFD Breathing Apparatus as approved in the FY 16 Capital plan from debt to unexpended proceeds from amounts previously borrowed to pay costs of handicapped access and interior improvements to the East Street School, and for which such funds are no longer needed; and, to rescind the \$306,000 of unissued debt that was authorized to be borrowed for the AFD Breathing Apparatus by a vote of the Town passed at the Annual Town Meeting held on May 6, 2015 (Article 15A).

RECOMMENDED by Finance Committee vote of 7-0.

This article changes the bonding authorization originally made by Article 15A at last year's Annual Town Meeting, which authorized borrowing of \$306,000 for the purchase of breathing apparatus for the Fire Department. Rather than include the purchase of the equipment in a new bond, this changes the funding source to funds currently in the Treasury that were borrowed for the East Street School renovation. That borrowing was authorized by the 2014 Annual Town Meeting, but the East Street School renovation project, when bid, proved to be too expensive and outside the limits of the capital plan. Typically, the Town issues bond anticipation notes to pay for a project in phases until completed, then issues a bond for the total project. With interest rates very low at the time, it was less expensive to simply issue the bond at the start of the project. Some of the funds were used to make repairs to East Street School to insure the integrity of the building. Last Fall's Town Meeting amended the scope of the planned project to work that had already been completed. Therefore, unused funds that had already been borrowed can be used for other purposes that are considered a qualified capital expenditure. The breathing apparatus, with an estimated 15-year life, meets that definition. Avoiding the issuance of new debt by repurposing these funds will result in a savings to the Town of approximately \$18,000.

ARTICLE 17. Capital Program – Debt Repurpose Department of Public Works (Finance Committee)

A. **General Fund:** To see if the Town will appropriate \$60,500 to pay the costs of purchasing a One Ton Dump truck and \$45,000 for a ¾ Ton Plow Pickup; authorize the transfer of unexpended proceeds from amounts previously borrowed to pay costs of various capital projects, which projects are now complete, and for which such funds are no longer needed, to pay costs of one or more capital projects.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

This authorizes the expenditure of \$105,000 for Department of Public Works (DPW) equipment listed on the FY17 capital plan and the DPW vehicle replacement schedule. As with Article 16, funds for this purchase will come from the borrowing done for the East Street School renovation project, which has been completed, though with less done than originally planned. The equipment meets the definition of a qualified capital expenditure.

B. **Water Fund** To see if the Town will appropriate \$2,100,000 to pay the costs of designing and constructing water system improvements and water main extensions, and any and all costs related thereto, and to meet this appropriation, authorize the transfer of unexpended proceeds from amounts previously borrowed to pay costs of various capital projects, which projects are now complete, and for which such funds are no longer needed, to pay costs of one or more capital projects.

ANNUAL TOWN MEETING WARRANT ARTICLES

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

This repurposes \$2,100,000 of the \$4,000,000 in borrowing against the Water Enterprise Fund that was originally authorized by Article 19 of the 2011 Annual Town Meeting for the upgrading of the Centennial Water Treatment Plant in Pelham. While the Town evaluates other water treatment options, work on the Centennial plant is on hold. These funds will instead allow work to advance on the replacement or upgrade of water mains, a qualifying purpose under the bonds. As the funds are currently in the treasury, this will have no impact on the water rates, or on the property tax rates.

**ARTICLE 18. Capital Program – Bond Authorizations
(Joint Capital Planning Committee)**

To see if the Town will appropriate a sum of money for purchasing capital and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to MGL Chapter 44, Section 7 or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

RECOMMEND DISMISSAL (if Articles 13 through 17 pass) by Finance Committee vote of 7-0.

**ARTICLE 19. COMMUNITY PRESERVATION ACT COMMITTEE
(Community Preservation Act Committee)**

A. To see if the Town will appropriate a sum of \$1,620,248 for Community Preservation Act Purposes recommended by the Community Preservation Act Committee and that the following items 1–14 be appropriated or reserved from Community Preservation Act Funds as follows, and to authorize the Town to accept or convey property interests where applicable, as required under M.G.L. Chapter 44B, Section 12.

	Project	Appropriation	Source of Appropriation
	AFFORDABLE HOUSING		
1	Amherst Municipal Affordable Housing Trust - Development Funds	\$25,000	
2	Valley Community Development Corporation - Mortgage Subsidy	\$227,248	
3	Amherst Community Connections - Housing Stability for Homeless for 3 Years	\$150,000	
4	Pioneer Valley Habitat - North Pleasant Street	\$90,000	
5	Budget Reserve for Affordable Housing	\$125,000	
	Total Affordable Housing	\$617,248	FY 17 Estimated Revenues
	HISTORIC PRESERVATION		
6	First Congregational Church - Fire Sprinkler System	\$200,000	
7	North Prospect-Lincoln-Sunset Historical District Inventory/Study	\$5,000	
8	Amherst Historical Society - Repairs and Dendrochronology Study	\$24,500	
9	Dickinson Museum Evergreens Fire Suppression System	\$190,000	
10	Amherst Historical Commission - Christopher Thompson Memorial	\$5,000	
11	Historic Preservation - Appraisals, Surveys and Related Studies	\$10,000	
	Total Historic Preservation	\$434,500	FY 17 Estimated Revenues

ANNUAL TOWN MEETING WARRANT ARTICLES

	OPEN SPACE		
1 2	Surveys & Appraisals	\$15,000	
	Total Open Space	\$15,000	FY 17 Estimated Revenues
	RECREATION		
1 3	Groff Park Rehabilitation	\$550,000	
	Total Open Space	\$550,000	FY 17 Available CPA Fund Balance
	ADMINISTRATIVE		
1 4	CPAC Administrative Expenses	\$3,500	
	Total Administrative	\$3,500	FY 17 Estimated Revenues
	COMMUNITY PRESERVATION ACT PURPOSES		
	Total for Article 19	\$1,620,248	

RECOMMENDED by Finance Committee vote of 7-0 as an appropriate expenditure of CPA funds.

This article appropriates \$1,620,248 for Community Preservation Act purposes, as recommended by the Community Preservation Act Committee. See the table above for details. Town Meeting can only appropriate CPA funds for projects recommended by CPAC. Town Meeting may reject the amount proposed by CPAC, but it cannot appropriate a greater amount.

B. OPEN SPACE – Stosz and Stowes Acquisition – Protection of Cushman Brook

To see if the Town will vote to: (a) authorize the Select Board to acquire by gift, purchase, and/or eminent domain, for open space purposes, all or a portion of the parcels of land located off East Leverett Road, shown on Assessors Map 3B Parcels 79 and 82 and on Map 3A Parcel 79, containing 14.34+/- acres in the aggregate, and described in a deed recorded with the Hampshire County Registry of Deeds in Book 6072, Page 319, which parcels shall be under the care, custody, management and control of the Conservation Commission under the provisions of G.L. c. 40, §8C; (b) raise and appropriate, transfer from available funds, and/or borrow the sum of \$268,225.00 for the acquisition of said parcels and costs related thereto, of which \$84,668.00 shall be transferred from the Community Preservation Act Available Fund Balance; (c) authorize the Select Board, the Town Manager, and/or the Conservation Commission, as they deem appropriate, to apply for and accept, on behalf of the Town, funds granted under the LAND Program (G.L. c. 132A, §11) and/or any other funds, gifts, grants, under any federal and/or other state program, in any way connected with the scope of this acquisition, and to enter into any and all agreements and execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition; and, further, (d) authorize the Select Board and/or the Conservation Commission to convey a restriction on said land in accordance with G.L. c. 184, as required by G.L. c. 44B, §12(a).

RECOMMENDED by Finance Committee vote of 7-0 as an appropriate expenditure of CPA funds.

This article would use \$84,668 of CPA funds to help purchase approximately 14 acres of land off of East Leverett Road that will help protect the Cushman Brook watershed and adjacent areas of woodland and wetlands. The total expected price of the land is \$268,225.

C. OPEN SPACE – Hoerle Property APR

To see if the Town will vote to: (a) authorize the Select Board to acquire by gift, purchase, and/or eminent domain, an agricultural preservation restriction on all or a portion of the parcels of land located off South East Street, shown on Assessors Map 20B as Parcels 53 and 83, on Map 21A as Parcel 2, and on Map 21C as Parcel 3, inclusive, containing 62.62 +/- acres in the aggregate, and described in a deed recorded with the Hampshire County Registry of Deeds in Book 11464, Page 99; (b) appropriate \$68,500 from the Community Preservation Fund Available Fund Balance or other available funds for the acquisition of said restriction and costs related thereto; (c) authorize the Select Board, the Town Manager, and/or their designees, as they deem appropriate, to apply for and accept, on behalf of the Town, funds granted under the Agricultural Preservation Program and/or any other funds, gifts, grants, under any federal and/or other state program, in any way connected with the scope of this acquisition, and to enter into any and all agreements and execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition; and, further, (d) authorize the Select Board to convey an interest in such agricultural preservation restriction to the Commonwealth of Massachusetts, said restriction to be held by the state in common with the Town.

RECOMMENDED by Finance Committee vote of 7-0 as an appropriate expenditure of CPA funds.

This article would use \$68,500 of CPA funds to help purchase an Agricultural Preservation Restriction on approximately 62 acres of land off of South East Street, which will ensure that the land remains open for farming and is not developed. The CPA funds provide the required matching funds for eligible state funding, which, in this case, will provide the bulk of the cost

ANNUAL TOWN MEETING WARRANT ARTICLES

(the state has indicated it will fund \$616,500 toward preservation of the land).

ARTICLE 20. Amend Prior Community Preservation Act Authorization (Select Board)

To see if the Town will vote to: (a) appropriate and transfer \$190,148 from Article 10(A) of the 2015 Fall Special Town Meeting for the purpose of rehabilitating and preserving the North Common; and (b) authorize the Select Board, Town Manager, the Historical Commission, and/or the LSSE Commission and/or their designee, to apply for and accept on behalf of the Town any funds, gifts, grants, under any federal and/or other state program, in any way connected with the scope of this article, and enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing transaction.

RECOMMENDED by Finance Committee vote of 7-0 as an appropriate expenditure of CPA funds.

This article would appropriate CPA money previously approved by Town Meeting for use in the renovation of the North Common, but which was tied to obtaining a grant to pay for the rest of the project costs. Since that grant was not successful, and since the Town wants to begin work on this desirable project, this Article eliminates the previous connection with a grant and appropriates it so that it can be used in FY17.

ARTICLE 21. Transfer of Custody - Hawthorne Farm Affordable Housing (Select Board)

To see if the Town will vote to transfer the care, custody and control of the parcel of land shown on Assessors Map 11B as Parcel 54 and described in a deed recorded with the Hampshire Registry of Deeds in Book 10255, Page 146, from the Select Board for open space, recreation, and/or community housing purposes to the Select Board for community housing purposes, and further, to authorize the Select Board to convey and/or lease said parcel for community housing purposes on such terms and conditions, and for such consideration, which may be nominal consideration, as the Select Board deems appropriate, and to accept an affordable housing restriction on said parcel on behalf of the Town.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

The Annual Town Meeting in 2010 authorized the purchase of the seven-acre Hawthorne property for the purposes of recreation and affordable housing. Article 21 authorizes the Select Board to transfer of a portion of that property abutting East Pleasant Street for the purpose of constructing two units of affordable housing, which will then be sold to eligible buyers. The Finance Committee recommends passage of the article as it helps the Town meet its affordable housing goals and returns a portion of the property to the tax rolls.

ARTICLE 22. Acquisition of Easements – Pine Street Sidewalk Project (Select Board)

To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase or eminent domain, in connection with the Pine Street Sidewalk Project, for public way and sidewalk purposes, permanent easements in, on, under a portion or portions of the property identified below and shown on a plan entitled "Taking Plan for proposed sidewalk taking 12 Sandhill Road," dated 4/7/2016 prepared by Northeastern Surveying.

Owner
Kathleen Ann Bailer

Address
12 Sand Hill Road

Map and Parcel
5B-58

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

This article would authorize the Select Board to acquire land for the construction of a sidewalk along Pine Street. Since the sidewalk in question has already been completed, and the landowner has consented to the easement, the Finance Committee deemed this article a "housekeeping" matter that should be approved.

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 23. Acquisition of Easements – Triangle and East Pleasant Streets Intersection Project
(Select Board)**

To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase or eminent domain, in connection with the Triangle and East Pleasant Streets Intersection Project, for public way and sidewalk purposes, permanent easements in, on, under a portion or portions of the property identified below and shown on a plan entitled "Plan of Taking East Pleasant and Triangle Streets Amherst, MA" dated November 20, 2015 prepared by Surveying and Mapping Consultants (SMC).

<u>Owner</u>	<u>Address</u>	<u>Map and Parcel</u>
BAY BANK VALLEY TRUST CO. C/O BANK OF AMERICA/CORP	75 East Pleasant Street	11C-322

RECOMMENDED by Finance Committee vote of 7-0.

This article would authorize the Select Board to acquire land for the construction of a roundabout at the intersection of Triangle and East Pleasant streets. The landowner in question (Bank of America) is amenable to this acquisition, and thus this article does not appropriate funds for the land taking. If funds are required, another article will be presented to a future Town Meeting for appropriation.

**ARTICLE 24. Free Cash
(Finance Committee)**

To see if the Town will appropriate and transfer a sum of money from Free Cash in the Undesignated Fund Balance of the General Fund to balance the Fiscal Year 2017 Budget.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

**ARTICLE 25. Stabilization Fund
(Finance Committee)**

To see if the Town will appropriate and transfer a sum of money from the Stabilization Fund to balance the Fiscal Year 2017 Budget.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

**ARTICLE 26. General Bylaw - Percent for Art Bylaw
(Public Art Commission)**

A. To see if the Town will amend the Town of Amherst General By-Laws by adding the following new by-law:

ONE PERCENT FOR ART BYLAW

Section 1 -- Purpose

This Bylaw authorizes the allocation of one percent of the capital costs of any eligible Town construction, renovation or capital improvement project for the creation and maintenance of public art in the Town of Amherst. Such projects must be budgeted at a minimum of \$100,000 to qualify. The purpose of this bylaw is to direct the integration of artwork into public spaces and public works projects in the Town of Amherst through a well-administered and appropriately funded public art program.

The program will (a) promote the enjoyment of the arts by the residents of and visitors to Amherst by increasing the quantity and quality of both visual and performing arts available in public buildings, facilities and spaces; (b) improve and expand the value and use of public buildings and facilities through the placement in such buildings and facilities of distinguished works and creations of artistic endeavor; (c) create a funding program which will ensure that arts are acquired, created, developed, maintained and otherwise made available for the enjoyment of Amherst's residents and visitors.

Section 2 -- Definitions

For the purposes of this bylaw the following words and descriptions shall have the following meanings:

ANNUAL TOWN MEETING WARRANT ARTICLES

- a. "Construction project or projects" means any capital project paid for in full or in part by the Town through its own eligible funds or with eligible funds appropriated to it by other governmental units, to construct or remodel any building, decorative or commemorative structure, park, parking facility or any portion thereof within the corporate limits of the Town and with respect to the construction of which bidding is required under State law.
- b. "Eligible funds" means a source of funding for construction projects from which arts are not excluded as an appropriate purpose for expenditure.
- c. "Public Art Fund" means the fund set aside by this Bylaw in the Town treasury for the purpose of allocating moneys for the development and creation of art in and upon public space in the Town.
- d. "Public art project or projects" means art to be funded from the Public Art Fund. Such projects may be an integral part of a building, attached to a building, placed within or outside of a building, within a public space, or in the case of performing arts performed in a public building or space. Such art may include but shall not be limited to paintings, sculpture, engravings, carvings, frescoes, stained glass, mobiles, murals, collages, mosaics, bas-reliefs, tapestries, photographs, drawings, drama, instrumental or vocal music, dance, and landscape items, including the artistic placement of natural materials or manmade fountains or objects or other functional art objects.
- e. "Public place or space" shall mean publicly accessible landscapes, structures and infrastructure. Public places include, but are not limited to, public parks, plazas, streets, libraries, bridges, stairways, buildings and waterworks.
- f. "Capital improvement" means a tangible asset or project as outlined below:
 - New public buildings, or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;
 - Major alterations, renovations, or improvements to existing buildings that extend the useful life of the existing buildings by ten years;
 - Land acquisition and/or improvement, unrelated to a public building, but necessary for conservation or park and recreation purposes;
 - New construction or major improvements to Town's physical infrastructure, including streets, sidewalks, storm water drains, the water distribution system, and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten years to be appropriately classified as a capital improvement.

Section 3 -- Funding

All authorizations for municipal construction or capital improvement projects budgeted in excess of \$100,000 shall include and set aside in a designated Public Art Fund an amount equal to one percent of the total eligible, estimated costs of such projects, as determined by the Town Manager or his or her designee, for public art. Copies of these estimated costs shall be delivered to the Amherst Public Art Commission as soon as possible during the planning stages of the project. The estimates shall include all construction costs, architectural and engineering fees and sitework expenses.

Funds appropriated may be used for design services of artists, for the selection, acquisition, purchase, commissioning, installation, examination and/or display of original artworks, for the maintenance of artworks, for educating the public about the artwork, and administrative costs to manage the program.

Excluded from this source of funding are the following: Decorative or functional elements which are designed by the building architect as opposed to an artist commissioned for this purpose; landscape architecture except where designed by the artist as an integral part of the work of art by the artist; directional elements such as supergraphics, signage, or color coding, except where they are parts of the original work of art by the artist.

Any moneys appropriated to the Public Art Fund for a particular municipal project which have not been spent within three years of such appropriation, or, upon special approval by the Select Board, within five years, shall be then become available for the purposes of the general public art needs of the Town, as recommended by the Amherst Public Art Commission. However, if such funds are derived from a Note or Bond authorized by the Select Board or from other special purpose or dedicated funds, they shall revert to the funds from which they derive at the expiration of the three- or five-year period, whichever applies.

Section 4 -- Public Art Ownership and Liability

Ownership of artwork selected in accordance with this bylaw shall transfer to the Town of Amherst upon final installation in the public domain. In accepting ownership of public art, the Town also accepts responsibility for its maintenance, insurance, and for upholding contractual agreements made between the artist and the Town. Copyright privileges in accordance with the U.S. Copyright Act shall remain with the artist, with reproduction rights allowed the Town for appropriate promotional and educational purposes.

The artist in charge of the public art project shall provide and maintain insurance coverage for the duration of the creation, fabrication and installation of the artwork. Upon completion and installation at the prescribed site, the finished artwork shall be insured by the Town of Amherst until such time as it is deaccessioned from the public art inventory. Any decision concerning deaccessioning shall be made by the Town Manager in consultation with the Public Art Commission.

ANNUAL TOWN MEETING WARRANT ARTICLES

During the artwork and site selection process, due consideration shall be given to maintenance requirements including structural and surface soundness, inherent resistance to theft, vandalism and weathering, as well as the cost and amount of ongoing maintenance and/or repair anticipated. The artist shall be responsible for providing any and all requested information regarding maintenance requirements that are unique to the particular public art project. Ten percent of the total cost of approved projects shall be set aside in a maintenance account within the Public Art Fund for ongoing maintenance and conserving of additions to the public art inventory.

Section 5 -- Responsibilities

I. Amherst Public Art Commission

The public art program shall be administered by the Amherst Public Art Commission (APAC), under the supervision of the Town Manager or his or her designee, with the assistance of a qualified arts jury that the APAC shall appoint as needed and appropriate. Administering the public art program shall include the following responsibilities:

- a. Meeting with relevant Town departments, nonprofit organizations, neighborhood organizations and interested Amherst citizens and artists as appropriate in relation to developing recommendations for public art plans for the Town; holding public hearings as needed to determine public art needs and placement; developing recommendations for prioritizing the creation and placement of works of art in public buildings and public spaces within Amherst; developing guidelines for the selection of artists and projects for the Town; developing programs to exhibit temporary art, both visual and performing, in existing public spaces.
- b. Soliciting proposals for reviewing and selecting public art projects, following consultation with such of the parties referred to in (a) above, with the assistance of a qualified arts jury and input from those who will be working at the project site when completed, as appropriate.
- c. Developing recommendations for the geographic location of such works of art, and the location within individual sites and buildings where such works shall be placed or created, subject to the approval of the Town Manager.
- d. Establishing budgets, subject to Town Manager approval, for all commissioned projects, including budgets for materials, fees, operating and maintenance expenses, and other reasonably contemplated items of expense in the acquisition, development, creation, implementation and, where applicable, ongoing maintenance of such projects.
- e. Overseeing, with the appropriate Town department(s), the art installation and coordination of the artist with the project team.
- f. Approving dispersal of funds to the artist(s) at appropriate stages of the art project development.
- g. Making recommendations to the Town Manager for procedures to be followed by other departments for the maintenance and preservation of such works of art.

II. Town of Amherst

Town staff shall provide administrative and technical support through various departments, including but not limited to finance, treasurer/collector, accounting, public works, and planning; AND

B. To see if the Town will vote to authorize the Select Board to request a Special Act of the Legislature authorizing the Town of Amherst, notwithstanding any general or special law to the contrary, to establish a Public Art Fund as defined in the One Percent for Art Bylaw, and further to establish One Percent for Art as an expense eligible for borrowing.

NOT RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

Passage of this article would create a bylaw which would require that 1% of capital costs for all eligible Town construction, renovation or capital improvement projects over \$100,000 be used for public art. Such projects include: new public buildings or additions to public buildings including costs for land acquisition and furnishings; land acquisition and/or improvements for parks, recreation, or conservation; and new construction or improvements to infrastructure including streets, sidewalks, storm water drains, water and sewer systems. Funds collected would go into a Public Art Fund held in the Town treasury, and the public art program would be administered by the Amherst Public Art Commission. Staff of several Town departments would provide administrative and technical support.

Funding public art in this manner prioritizes art relative to other town spending (education, public safety, capital, etc.). It would add to the tax burden of Amherst taxpayers and would add to staff responsibilities. The Town would be required to maintain and insure any resulting works of art. As desirable as public art might be, in the current fiscal climate, with four major capital projects straining the Town's resources, the Finance Committee would prefer public art to be funded in other ways.

ARTICLE 27. Zoning – Separate B-L (Limited Business) & COM (Commercial) Districts in Table 3, Dimensional Regulations (Planning Board)

To see if the Town will amend Article 6, Table 3, Dimensional Regulations of the Zoning Bylaw with respect to dimensional requirements for the Limited Business (B-L) and Commercial (COM) districts, as follows:

Amend Table 3 by dividing the dimensional requirements for the B-L and COM districts and revising those requirements by deleting the ~~lined out~~ language and adding the language in ***bold italics***, as follows:

	B-L/COM	B-L COM	
Basic Minimum Lot Area (sq. ft.) ^h	20,000 ^b	20,000^b	20,000^b
Additional Lot Area/Family (sq. ft.)	4,000	4,000	4,000
Basic Minimum Lot Frontage (ft.)	125 ^b	125	125^b
Basic Minimum/Maximum Front Setback (ft.) ^{an}	20	20	20
Basic Minimum Side and Rear Yards (ft.) ^g	25 ^a	25	25^a
Maximum Building Coverage (%)	35	35	35
Maximum Lot Coverage (%) ^o	70/85 ^j	70/85^j	70
Maximum Floors ^a	3	3	3
Minimum/Maximum Height (ft.) ^{an}	35	35	35

This article would split into two separate columns a set of dimensional requirements that now exist in a single column in the Zoning Bylaw. The dimensional requirements pertain to two types of zoning districts: B-L (Limited Business) and COM (Commercial). Combining the dimensional requirements for the two districts in a single column doesn't provide any flexibility in changing the requirements for just one of the districts—as currently written, any change made to the dimensional requirements would apply to both B-L and COM districts. By separating the columns, any future changes will be more clear and feasible. This is only a formatting change – no change to any of the dimensional requirements or their footnotes is included in this article. Therefore, the Finance Committee sees no immediate financial impact. It should be noted, however, that making this section of the Zoning Bylaw both clearer and more actionable may have an overall positive effect because it helps both potential developers and town staff avoid wasting time trying to understand and/or explain the Bylaw. This change may also allow for more nuanced changes to the dimensional requirements in each zoning district to be made in the future.

To see if the Town will vote to amend the Official Zoning Map to change the zoning designation of Assessors Map 13B, Parcel 33, from Office Park (OP) to Limited Business (B-L).

Amending the official zoning map to change the zoning designation for this parcel will increase the range of possibilities for development. The Finance Committee believes the change could have a positive financial impact on the Town due to the potential for increased net revenues. This is one of the criteria the Finance Committee uses in deciding whether to make recommendations on Zoning Bylaw proposals, as outlined in the introduction to the Finance Committee supplementary report to Amherst's 2013 Annual Town Meeting.

A. To see if the Town will amend Sections 4.325 and 3.3211 of the Zoning Bylaw, by adding the language in ***bold italics***, as follows:

- (i) **4.325** *The following building types shall be permitted in all cluster developments. Percentages refer to the total number of units in the development, not the number of lots or structures.*
- 4.3250** A minimum of 40% of the total dwelling units shall be single-family dwellings.
- 4.3251** A minimum of 20% of the total dwelling units shall be non-zero lot line, single family dwellings.
- 4.3252** A maximum of 60% of the total dwelling units may be **owner-occupied or affordable** two-family dwellings. **See Section 3.3211 for non-owner occupied duplexes.**
- 4.3253** A maximum of 30% of the total dwelling units may be attached dwellings. There shall be no more than eight attached dwelling units allowed in one building.

ANNUAL TOWN MEETING WARRANT ARTICLES

(ii)

3.3211	R-O															
Non-	R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC		
owner-	SP	SP	SP	SP	N	N	N	N	SP	N	N	N	N	N		
occupied	(N)	(N)														
duplex	For a non-owner occupied duplex, one (1) or both dwelling units are rented and neither unit serves as the principal residence of one or more owner(s) of the property. No dwelling unit under this use category may be occupied by a total of more than four (4) unrelated persons.															

The Special Permit Granting Authority shall require the ongoing services of a qualified professional management company, the presence of an on-site manager, or similar provisions for proper management of the rental use as a condition of approval.

1. Name(s) and contact information shall be provided for the owner, any responsible rental property management entity, and at least one on-site resident.
2. A management plan as defined in the Rules and Regulations adopted by the Special Permit Granting Authority, shall be included as an integral part of any application. Also included shall be a Response Plan describing the concrete steps to be taken by the property owner or management in response to complaints about the operation of the use or the conduct of the tenants
3. In the R-G and R-VC Districts, a Special Permit granted under this section shall lapse upon any change in ownership of the subject property, and the Special Permit Granting Authority may impose a review of compliance with Special Permit conditions at such intervals as it deems reasonable.

Each non-owner-occupied duplex in a cluster subdivision shall require a Special Permit in all zoning districts.

- B. To see if the Town will amend Article 6, Table 3, Footnotes and Section 4.3232 of the Zoning Bylaw, by deleting the lined out language and adding the language in ***bold italics***, as follows:

(i)

TABLE 3 – DIMENSIONAL REGULATIONS

FOOTNOTES

- k. Requirements may be modified ***by the Permit Granting Board*** under a Site Plan Review approval granted for a cluster subdivision, ***except that no such modification may result in a reduced requirement of less than eighty percent (80%) of the cluster requirement. Frontage requirements may be modified for not more than fifty percent (50%) of the lots in the subdivision.***

[Note: Footnote k applies to cluster subdivision dimensional requirements for frontage, minimum front setback, and minimum side and rear yards.]

(ii)

4.3232 ~~The Planning Board may reduce the frontage requirements for not more than 50 percent of the lots in the subdivision.~~

- C. To see if the Town will amend Section 4.3231 and Article 12 of the Zoning Bylaw, by deleting the lined out language and adding the language in ***bold italics***, as follows:

(i)

4.3231 ***In any zoning district, the maximum density of a cluster subdivision, except for an affordable cluster, shall not exceed the allowed density for a standard subdivision in any that zoning district, said density to be calculated by taking the parcel area, subtracting 10% of that area and dividing that number by the minimum lot area of the zoning district in which the parcel is located. See Section 4.12. In addition, it is the intention of this Section that the cluster subdivision not result in more lots than would be approved for a standard subdivision under a Definitive Subdivision Plan, except as may otherwise be authorized under this Bylaw. the applicant shall submit a Yield Plan. See Article 12.***

(ii)

12.59 ***Yield Plan: A plan including a map and a summary of data depicting the potential maximum number of building lots and dwelling units that can be built on a given property under the conventional subdivision standards. The yield plan shall include a subdivision layout and design***

ANNUAL TOWN MEETING WARRANT ARTICLES

consisting of buildable lots as defined and described under Article 6 of this Bylaw, showing road layouts, property lines, and approximate building envelopes, where the said layout requires no modification or waiver from existing ordinances or regulations. The yield plan is meant to be conceptual in nature but shall be realistic in its response to existing topography, wetlands, floodplains, or where potential building lots or roads would not ordinarily be permitted by right in a conventional subdivision layout.

(iii) *Renumber subsequent paragraphs accordingly.*

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

The Planning Board, based on its experience with the review process for The Retreat, proposes several changes to the Cluster Subdivision regulations. The Finance Committee recommends these changes. The refinement and greater specificity of the regulations will result in a financial benefit to the Town through the saving of staff time during the review of a cluster subdivision proposal, and by offering better guidance to proponents before the process begins. Better, clearer proposals should make the review process more efficient and encourage plans that are better suited to the Town standards.

ARTICLE 30. Zoning – Mixed Use Building Standards and Conditions (Planning Board)

To see if the Town will amend Section 3.325, Mixed-Use Building, by reorganizing the Standards and Conditions, deleting the ~~lined-out~~ language, and adding the language in ***bold italics***, as follows:

3.325 Mixed-use building

R-O													
<u>R-LD</u>	<u>R-N</u>	<u>R-VC</u>	<u>R-G</u>	<u>R-F</u>	<u>B-G</u>	<u>B-L</u>	<u>B-VC</u>	<u>B-N</u>	<u>COM</u>	<u>OP</u>	<u>LI</u>	<u>PRP</u>	<u>FPC</u>
N	N	SP	N	N	SPR	SPR	SPR	SPR	SPR	N	N	N	N

SP*

Standards and Conditions

A mixed-use building shall be a building containing one or more dwelling units as principal residential uses in combination with retail stores or other permitted business, institutional, government, public service, consumer service, office, or similar ***non-residential*** principal use(s) and lawful accessory use(s).

* In ~~those Limited Business (B-L) Districts not abutting the B-G District, and in~~ the Commercial (COM) District, a Special Permit from the Special Permit Granting Authority authorized to act under this section of the bylaw shall be required wherever proposed residential uses above the first floor exceed ten (10) dwelling units.

A management plan, as defined in terms of form and content in the Rules and Regulations adopted by the Permit Granting ***Board or Special Permit Granting*** Authority shall be included as an integral part of any application made under this section.

For mixed use buildings with more than one dwelling unit, the following additional regulations shall apply:

1. Non-Residential Uses.

a. ***Location. The first (main) floor of a mixed-use building shall be predominantly occupied by non-residential uses. For purposes of this section, hotels, motels, and inns under Section 3.327 shall be considered non-residential uses.***

b. ***Parking, including parking designed for bicycles, shall be considered a non-residential use in a mixed-use building, as either a principal use or an accessory use.***

c. ***Orientation. Non-residential uses other than parking shall to the extent feasible occupy those street front façade portions of the building(s) contiguous with and oriented toward any public way, and shall provide ample principal entrances and windowed façades in these areas.***

2. Residential Uses.

a. ***Bedroom Count in Center Districts. In the B-G, B-VC, and B-N Districts, and those B-L Districts abutting the B-G District, residential uses in a mixed-use building shall contain a mix of bedroom counts, with no more than 25% of units having four (4) or more bedrooms.***

ANNUAL TOWN MEETING WARRANT ARTICLES

b. First Floor Residential Uses

1) **Maximum Occupancy.** No more than forty percent (40%) of the first (**main**) floor Gross Floor Area **of any mixed-use building may** be used for residential purposes, **including amenities, service areas, and stair/elevator towers associated with or incidental to residential units** which shall include not more than fifteen percent (15%) of said GFA associated with or incidental to, whether for storage, required entries, stair/elevator towers, or other purposes, **any residential uses on upper floors. For purposes of this section hotels, motels, and inns under Section 3.327 shall be considered non-residential uses.**

2) **Location & Orientation.** In the **B-G, B-L, B-VC, B-N, and COM** Districts, no dwelling unit nor any internal space associated with a dwelling unit shall occupy any first **or main** floor portion of a **mixed-use** building facing onto a street, public plaza, or other **pedestrian** space customarily used by the public. First floor residential dwelling units, and any required entries thereto, shall be located on the rear **or sides** of buildings, **and** adjacent to any required **private** parking and private open space associated with and serving those units.

Design Review & Other Requirements. *In all districts, the Permit Granting Board or Special Permit Granting Authority shall apply the design review provisions of Sections 3.2040 and 3.2041 to any construction, renovation, or expansion of a mixed-use building, or may refer the application to the Design Review Board for advisory review and recommendations.* The proposed use shall meet the criteria of Section 10.38 or Section 11.24, as applicable, **including** with respect to the site and potential conflicts between the residential and commercial use(s).

RECOMMENDED by the Finance Committee vote of 6-0, 1 absent.

This Bylaw change clarifies and establishes the rules for mixed-use buildings in Town. These changes have the potential to encourage more development due to bylaw clarity, as well as to make administration of the Bylaw more efficient and thus financially beneficial due to reduced time spent by staff and relevant Boards. As such, The Finance Committee believes that this proposal satisfies several of its criteria for deciding whether to make recommendations on Zoning Bylaw proposals (as outlined in the introduction to the Finance Committee supplementary report to Amherst's 2013 Annual Town Meeting).

ARTICLE 31. Zoning Map – 67 Amity Street (Jones Library Trustees)

To see if the Town will amend the Official Zoning Map such that the Amherst Historical Society property at 67 Amity Street (Map 14A/Parcel 35) and an area extending out from the street frontages of said property to the midline of adjacent public ways (Amity Street and North Prospect Street) shall be rezoned from their current designation of General Residence (R-G) to General Business (B-G).

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

ARTICLE 32. Historic Preservation Restriction – 67 Amity Street (Jones Library Trustees)

To see if the Town will authorize the Historical Commission to accept a restrictive covenant or a historic preservation restriction in relation to the rezoning of the property at 67 Amity Street (Map 14A/Parcel 35).

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

ARTICLE 33. Zoning Petition – Bylaw Amendment Affordable Housing (O'Connor et al)

To see if the Town will vote to amend Articles 12 and 15 of the Amherst Zoning Bylaw by inserting the words in **boldface** and deleting the words in ~~strike through~~ as follows:

Amend Article 12 by amending the following definition:

ANNUAL TOWN MEETING WARRANT ARTICLES

12.24 Housing, Affordable: Affordable housing units are units which may only be rented or purchased by ~~those who meet the guidelines for maximum annual income for low income or moderate income family or household~~ **families or households whose annual incomes, adjusted for family size, do not exceed the limits for the maximum annual income for low-income families or households** ~~The income limit for low income shall be (80% of the median income for Amherst, as calculated by the U. S. Department of Housing and Urban Development or any successor agency), and are eligible and countable for the purpose of the Commonwealth's 40B Subsidized Housing Inventory (SHI) or its successor. and the income limit for moderate income shall be 120% of median income for Amherst.~~

Amend Article 15 as follows:

Section 15.0 Intent and Purpose

The purposes of this Article ~~is~~ are...

15.00 Ensuring that new residential development **or uses, or mixed uses** generates affordable housing as defined in ~~Section 12.20~~ **Article 12...**

Section 15.1 Regulations

To insure the purposes of this section, the following regulations shall apply to residential **and mixed-use** development in Amherst

15.10 Affordable Housing Parcels, Permits and Units

15.100 For the purposes of this section, all contiguous parcels held in common as of September 1, 2015 shall be considered a single parcel for the purposes of the application of this section.

15.101 The provisions of Article 15 shall not apply to residential uses or developments applied for by Comprehensive Permit under the provisions of M.G.L., C 40B.

~~15.10~~ **15.102** All residential **uses and** developments **or mixed uses** requiring a Special Permit **for any aspect of a proposed use or development, including dimensional modifications,** and resulting in a **net increase in additional new dwelling units eligible to be counted as year-round housing units under the U. S. Census, M.G. L. Chapter 40B or the regulations of the Massachusetts Department of Housing and Community Development with regard to its Subsidized Housing Inventory (SHI), whether as a result of new construction, renovation, redevelopment or expansion of existing uses or developments,** shall provide **permanently** affordable housing units (**see definition, Article 12**) at the following minimum rates.

<u>Total Development Net Increase In</u>	<u>Required Affordable</u>	<u>Unit Provision...</u>
<u>Unit Count</u>		

table remains as is

*While provision of affordable units is not required for developments containing 1-9 units under this section, the Bylaw encourages affordability and provides for incentives. See Sections 4.33 and 4.55.

~~Where two or more units are required to be provided under this section, a minimum of forty nine percent (49%) of affordable units shall be eligible and countable for the purpose the Commonwealth 40B Subsidized Housing Inventory (SHI) or its successor. Calculation of the number of total affordable units or the number of SHI eligible units shall, if the required percent of the total results in a fraction, be rounded up to the next whole number where the fractional portion is equal to 0.5 or greater, and shall be rounded down to the next whole number where the fractional portion is less than 0.5.~~

15.103 The management plan for residential uses and developments or mixed uses subject to Article 15 shall include a written plan for marketing, family selection, eligibility monitoring, resale control, etc., as appropriate, for all affordable units whether rented or purchased.

15.11 remains as is

15.12 The applicant shall establish such housing restrictions, conditions, and/or limitations as are necessary to ensure that the affordable housing units provided under this section will be permanently available for purchase **or rental** by eligible low ~~and moderate~~ income buyers **and tenants.** ~~and available for a minimum of twenty years in the case of rental housing.~~

15.13 remains as is

15.14 remains as is

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

ANNUAL TOWN MEETING WARRANT ARTICLES

ARTICLE 34. General Petition – Indigenous Peoples' Day (O'Donovan et al)

To see if the Town will vote to adopt the following Resolution:

- WHEREAS: Columbus Day has been celebrated unofficially since the late 18th century, and was officially made a Federal Holiday in 1937 to be celebrated on the second Monday of October, with M.G.L Part I, Title I, Ch. 4, section 7, clause 18 setting aside the second Monday of October as a State Legal Holiday, and M.G.L Part I, Title II, Ch. 6, Section 12V designating that the Governor declare that day to be Columbus Day; and
- WHEREAS: The day commemorates Christopher Columbus' landing in the Americas, on October 12, 1492, which initiated the first lasting contact between the Americas and Europe; and
- WHEREAS: Columbus' First Voyage to the Americas also initiated the transatlantic slave trade, journal entries from Columbus show his desire to enslave the native populations of the Caribbean, and he imprisoned and transported many people of differing races and ethnicities to this end; and
- WHEREAS: Columbus' Second Voyage of 1493 was one of conquest, wherein seventeen ships were led by him to the New World, and his governorship of the Caribbean instituted systematic policies of slavery and extermination of native populations, especially the Taino people whose population was reduced by 3 million between 1494 and 1508 under Columbus' reign, being further reduced by the continuation of his policies until extinction in 1542; and
- WHEREAS: Though the introduction of European diseases may account for some of these deaths, starvation and extermination policies are mostly to blame, and thus this atrocity cannot be reasonably attributed to forces outside of the control of European colonialists; and
- WHEREAS: Other localities have adopted Indigenous Peoples' Day as a counter-celebration to Columbus Day, to promote Native American culture and commemorate the history of Native American Peoples; and
- WHEREAS: Amherst believes that the culture of Native American people is one to be promoted, the history is rich, diverse, and worthy of celebration, and that the actions and policies of European colonizers of the Americas destroyed a part of that culture, and inhibited the promulgation of it for generations to come; and
- WHEREAS: The Town of Amherst recognizes that civilization as we know it would not be possible in the Americas without Columbus' voyages, but must also hold to the moral imperative of condemnation of these actions, as we now know them to be violations of justice in the eyes of international, domestic, and moral laws; now therefore be it
- RESOLVED: That Amherst Town Meeting go on the record to state that the second Monday of October henceforth be commemorated as Indigenous Peoples' Day in Amherst, in recognition of the indigenous people of America's position as native to these lands, and the suffering they faced following European conquest of their land; and be it further
- RESOLVED: That Amherst Town Meeting recommends that Indigenous Peoples' Day be observed by the people, with appropriate exercises in the schools and otherwise, to the end that the culture, history and diversity of Native American Peoples be celebrated and perpetuated.

NO RECOMMENDATION by Finance Committee vote of 7-0.

ARTICLE 35. General Petition – Charter Consultant Appropriation (Churchill et al)

To see if the Town will appropriate \$30,000 for a consultant with expertise in municipal charter options, law, and procedures and determine whether such appropriation shall be met by taxation, by the transfer of available funds, or otherwise; such consultant to be selected and utilized by the Amherst Charter Commission.

RECOMMENDED by Finance Committee vote of 7-0.

The Charter Commission intends to use the funds that would be authorized by this article to obtain consultant services to assist in the review of the current charter, provide recommendations about alternative government structures, help with community outreach efforts, and draft any changes to the charter the Commission may propose. This appropriation would be in addition to the \$5,000 funding mandated by state statute. Following a discussion of the Commission's requirements and plan, the Finance Committee unanimously voted to recommend the article. The Finance Committee believes the Commission, endorsed by the voters at the March 29th town election, should have resources available to perform its duties under the statute.

ANNUAL TOWN MEETING WARRANT ARTICLES

ARTICLE 36. General Petition – General Bylaw Single Use Plastic Bag Prohibitions (Hollerbach et al)

To see if the Town will vote to adopt the following Single-Use Plastic Bag Prohibition bylaw, prohibiting the use of single-use thin-film plastic bags in retail, retail food, and service retail establishments:

SECTION 1, PURPOSE:

This bylaw is enacted pursuant to the general police power in order to protect the health, safety and welfare of the inhabitants of the town.

SECTION 2, EFFECTIVE DATE:

This bylaw shall take effect on January 1st, 2017.

SECTION 3, FINDINGS:

According to the World Economics Report, at least 8 million metric tons of plastics contaminate the world's oceans each year, resulting in disastrous environmental effects on wildlife. With an estimated 1 trillion plastic bags used annually, these single-use bags are certainly contributing to this large amount of plastic contamination in our oceans and our landfills. Many other municipalities in the Commonwealth of Massachusetts have enacted single-use plastic bag prohibitions, and have seen positive results.

The Massachusetts Solid Waste Master Plan calls for a reduction of single-use plastic bags and for the increased usage of reusable, recyclable, and/or biodegradable bags. Additionally, the recycling market for plastic bags is limited and they cannot be recycled in standard recycling streams. The primary purpose of this bylaw is to reduce the negative effects on single-use plastic bags on the environment, reduce contamination of plastic bags in residential recycling streams, and, most importantly, to encourage consumers to bring reusable bags while shopping, eliminating the environmental impacts of any single-use bags.

SECTION 4, DEFINITIONS

4.1 "Thin-film single-use plastic bags", typically with plastic handles, are bags with a thickness of 3 mils (thousandths of an inch) or less and are intended for single-use transport of purchased products.

4.2 "ASTM D6400 standard" a testing standard developed by the American Society for Testing and Materials used to determine the ability of a material to be composted.

4.3 "Biodegradable bag" means a bag that: 1) contains no polymers derived from fossil fuels and 2) is intended for single use and will decompose in a natural setting at a rate comparable to other biodegradable materials such as paper, leaves, and food waste.

4.4 "Reusable bag" means a bag that is specifically designed for multiple use and is made of thick plastic, cloth, fabric or other durable materials.

4.5 "Compostable bag" means a bag that 1) Meets the ASTM D6400 standard for compostable plastic and 2) is able to be municipally or industrially composted

4.6 "Recyclable Paper Bag" means a bag that: 1) is 100% recyclable overall 2) contains a minimum of 30% post-consumer recycled content and 3) displays the words "Recyclable" or "Please Recycle" on the outside of the bag.

SECTION 5, USE REGULATIONS

5.1 Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail, retail food, or service retail establishments within the Town of Amherst.

5.2 Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail establishments may provide biodegradable bags, reusable bags, compostable bags, or recyclable paper bags for free or for a fee, as they so desire. Retail establishments are strongly encouraged to make reusable bags available for sale to customers at a reasonable price.

5.3 Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, cheese, bulk foods, wet items and other similar merchandise, typically without handles, are permissible.

SECTION 6, ENFORCEMENT

6.1 The Board of Health or its designee shall inquire on an annual basis regarding any establishment's compliance with this bylaw.

6.2 Citizens of the Town of Amherst who may observe potential violations of this bylaw shall be able to file a complaint with the Board of Health or its designee who shall investigate whether there is a violation of this bylaw. When deemed necessary

ANNUAL TOWN MEETING WARRANT ARTICLES

by the Board of Health or its designee, the Amherst Police Department shall assist in the investigation and shall assist in identifying violators.

6.3 Penalties and fines for violation of this bylaw may be enforced as follows:

6.4 For the first violation, the Board of Health or its designee, upon determination that a violation has occurred, shall issue a written warning notice to the establishment, which will specify the violation and the appropriate penalties in the event of future violations. The warning should also state that the retail establishment might be closed if it fails to comply.

6.5 If a retail establishment fails to comply with the bylaw after the written warning, the following penalties will apply:

- 1) \$100 per day for each day the violation persists
- 2) \$250 per day for each day that a new violation occurs after the first violation

6.6 Fines are cumulative and each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

6.7 If the establishment fails to pay the penalties within 30 days, or continues to violate the bylaw, the establishment shall be subject to closure by the Board of Health or its designee.

SECTION 7, DEFERMENTS

Upon written application from a retail establishment, the Board of Health, after a public hearing, may temporarily defer application of this bylaw for a retail establishment for a one year period, upon a showing by the retail establishment that the conditions of this bylaw would cause undue hardship. The Board of Health will hold the deciding power as to whether the hardship of the establishment is cause for a deferment. The establishment must reapply prior to the end of the one year exemption period and demonstrate continued undue hardship if it wished to have the deferment extended. Deferments may only be granted for intervals not to exceed one year.

NO RECOMMENDATION by Finance Committee vote of 7-0.

ARTICLE 37. General Petition – West Bay Road Pedestrian Improvements (Cann et al)

To see if the Town of Amherst will create safe crossing (crosswalks & sidewalks) of West Bay Road for students, seniors, bicyclists and residents of the Atkins Corner neighborhood between the residences, institutions and businesses on the north and south sides of the road by:

1. Creating a pedestrian cross walk at the level of the Hampshire College planned pathway from the area of the Yiddish book center to Atkins Farms Country Market,
2. Creating a bus pull-off in this area on the north side of West Bay Road so that bus patrons will not have to wait in the street,
3. Creating a sidewalk on the south side of the West Bay Road connecting the pathway from Atkins Farms Country Market to Rambling Road,
4. Creating a pedestrian cross walk from the existing sidewalk on Rambling Road across West Bay Road to the north side at the Eric Carle Museum,
5. Creating a sidewalk on the north side of West Bay Road connecting this crosswalk to the exiting path into the Eric Carle Museum that leads to the PVTA bus stop.
6. Developing appropriate signage for traffic calming in this area.

This plan would enhance safe crossing of busy West Bay Road connecting the people and institutions on both sides of the road, supported by appropriate signage. It is an important link of the Cultural Trails System under development by Peter Westover of Conservation Works in concert with Hampshire College and the Hitchcock Center for the Environment.

NO RECOMMENDATION by Finance Committee vote of 7-0.

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 38. General Petition – Feasibility Study for Repair of Wildwood and Fort River
 (Kopicki et al)**

To see if the Town of Amherst will raise and appropriate, transfer from available funds, and/or borrow a sum of money for the purpose of preparing a detailed assessment of the feasibility and estimated cost of renovating the Wildwood Elementary School and the Fort River Elementary School, with such funds to be expended under the direction of the Town Manager, or take any other action relative thereto.

The School Administration's "Wildwood Building Project" proposes to close Fort River Elementary School, convert Crocker Farm Elementary School to a Pre-K-1 school, and build a large new elementary school to house all Amherst 2-6 graders.

Since becoming aware of the project in Fall 2015, numerous elementary school parents and Amherst residents have asked the School District to carefully examine other options to maintain the existing small, neighborhood K-6 school. A 2016 School Committee survey shows that educators, parents and guardians in the Town strongly prefer keeping the K-6 configuration of grades rather than building a large 750-student, grades 2-6 elementary school building at an estimated cost of \$67.2 million (approximately half the cost of which would be subsidized by the Massachusetts School Building Authority).

Although the District and consultants hired to guide the MSBA process have examined options for renovating Wildwood Elementary School to rectify the various infrastructure problems, we believe these efforts have been cursory and insufficient. Moreover, renovation of Fort River Elementary School has not been separately evaluated for this process.

Amherst is strongly committed to utilizing existing resources, sustainable development, and the re-use of buildings – practices that result in a lower carbon footprint than new construction. Before Amherst undertakes an extremely expensive and unpopular new school construction project with significant environmental impact, we believe an independent exploration of renovation options should be pursued.

To that end, this petition respectfully requests that the Town Manager authorize an impartial assessment and estimation of costs associated with renovating Wildwood and Fort River Elementary Schools, with an eye toward fiscal and environmental responsibility and providing a level of detail that permits line item analysis for major issues cited by the District as problems at each school.

NOT RECOMMENDED by Finance Committee vote of 4-2, 1 abstention.

This article proposes an appropriation for an independent analysis of the feasibility and estimated cost of renovating the Wildwood and Fort River Elementary Schools.

As part of the existing feasibility study (funded with a 2014 appropriation of \$1,000,000 from Town Meeting, 60% of which is being paid by the state Massachusetts School Building authority), the renovation option for Wildwood has been tentatively explored, based on a detailed site analysis. Cost estimates were gathered according to MSBA requirements, using MSBA information about comparable school projects in other communities. That information is available for use in the study proposed in this article. A renovation option for Fort River that would also have included a detailed site analysis was not considered because it would have required an additional request to the Town for funding beyond the \$1,000,000, with no reimbursement from the MSBA.

If this article were approved, the funds would not be available until the start of FY17 on July 1. State procurement regulations require preparation of a detailed request for proposal (RFP) that must be publically advertised. Interested consultants have about two weeks to submit proposals. A selection committee would need time to review proposals and select the firm to perform the work. The consultant's report would probably not be done until at least September. Under MSBA requirements, that would be too late to change the Wildwood project proposal before it is due at the MSBA on September 28.

Our position on this article is neither an endorsement nor a rejection of the existing Wildwood project. The Committee's failure to recommend this article was based on concerns about the feasibility and cost of an independent review as well as concerns about the utility of any information such a study will generate, given the tight timeframes involved and the fact that the existing School Board-approved plan will move forward regardless of any information provided by an independent review. Two Finance Committee members believe having this independent cost analysis done could help inform decisions by Town Meeting and the town's voters about the debt exclusion override that will be needed should the existing school building project move forward. The Committee notes that if voters reject an override for the project, then the two schools would go back into the long queue of other schools seeking state funding. In the meantime, the Town would need to find ways to pay for repairs and renovations at Wildwood and Fort River without state help.

ANNUAL TOWN MEETING WARRANT ARTICLES

ARTICLE 39. General Petition – Medicaid Reimbursement Appropriation/Bylaw (O'Connor et al)

To see if the Town will vote to: 1) appropriate to the FY 2017 budget of the Amherst schools the Medicaid reimbursement payments received by the Town of Amherst for services rendered to elementary school students by the Amherst School District during FY 2016; and,

2) to amend the Town's general bylaws by enacting the following and insert the same at the place designated as appropriate by the applicable laws and regulations: It shall be the policy of the Town of Amherst that Medicaid reimbursement payments received by the Town of Amherst for services rendered to elementary school students by the Amherst School District shall be credited as departmental receipts to the Amherst School Department.

RECOMMEND DISMISSAL by Finance Committee vote of 7-0.

Every year the Town receives reimbursement from Medicaid for certain health-related services provided by the schools to students. By law, that money goes into the Town's General Fund and cannot be earmarked for any specific spending. Town Meeting appropriates money from the General Fund, including considerably more than the amount of the Medicaid reimbursement, for the school budget. The petitioner has told the Finance Committee he would simply like to see Medicaid reimbursements acknowledged as a source of funding for the schools, and that he will move to dismiss this article.

ARTICLE 40. General Petition – UMass Nontaxable Housing for Primary and Secondary Education Costs/Bylaw Amendment (O'Connor et al)

To see if the Town will vote:

1) to appropriate to the FY 2017 Amherst School budget – based on a three-year, FY2014 thru FY2016 rolling average of the ratio of the number of students attending Amherst schools from non-taxable UMass/Amherst housing to the total number of students attending both Amherst schools and Regional schools from non-taxable UMass/Amherst housing – its proportionate share of the \$120,000 paid to the Town by UMass/Amherst as partial compensation for the net cost of educational services provided by the Amherst School to the elementary school students that have been attending, during FY 2016, Amherst schools from non-taxable UMass/Amherst housing;

2) to appropriate to the FY 2017 Amherst/Pelham Regional School budget – based on a three-year, FY2014 thru FY2016, rolling average of the ratio of the number of students attending Regional schools from non-taxable UMass/Amherst housing to the total number of students attending both Amherst schools and Regional schools from non-taxable UMass/Amherst housing – its proportionate share of the \$120,000 paid to the Town by UMass/Amherst as partial compensation for the net cost of educational services provided by the Amherst/Pelham Regional School District to the Regional school students that have been attending, during FY 2016, Amherst/Pelham Regional Schools from non-taxable UMass/Amherst housing;

3) to amend the Town's general bylaws by enacting the following and insert the same at the place designated as appropriate by the applicable laws and regulations: It shall be the policy of the Town of Amherst that payments for educational services by UMass/Amherst to the Town of Amherst as either partial or full compensation for the net cost of educational services provided by the Amherst Schools and Amherst/Pelham Regional School District for students from non-taxable UMass/Amherst housing shall be credited as departmental receipts to the Amherst School Department and Amherst/Pelham Regional School District in such proportions as the rolling three-year average of the number of students attending each school district from non-taxable UMass housing bears to the rolling three-year average of the total number of students attending both school districts from non-taxable UMass housing during that same time period.

NOT RECOMMENDED by Finance Committee vote of 7-0.

The Town of Amherst and the University of Massachusetts reached a formal Strategic Partnership Agreement on Dec. 22, 2015. It covers many aspects of the relationship between the Town and its largest employer, including sections on university funding for extra Amherst Fire Department details during spring and fall weekends, payments to the Town of occupancy fees on rooms at the Campus Center Hotel, and payments to the Town for each fire and ambulance call to the campus. Section 8 of the agreement reads as follows: *"In recognition of the myriad services the Town provides to the University and its faculty, staff and students, including educating K-12 students who live in tax-exempt housing and first responder services, the University agrees to pay the Town \$120,000 each fiscal year, payable in installments two times a year."* This \$120,000 is not earmarked for the schools. It goes into the General Fund from which appropriations for all budgets are made.

This petition article seeks to specifically designate portions of money received each year from the University of Massachusetts for the elementary and regional schools, and to change the Town's general bylaws accordingly. Although the Finance Committee supports further negotiations between the Town and UMass about the *amount* of aid UMass provides the Town, this is a separate matter from that addressed by this petition. The Finance Committee feels that the measures called for in this petition are unnecessary, given the existing agreements between the Town and UMass.

ANNUAL TOWN MEETING WARRANT ARTICLES

The Strategic Partnership Agreement can be found on the Town web site at
<http://www.amherstma.gov/documentcenter/view/33425>

ARTICLE 41. General Petition – Kinsey Memorial Garden Preservation (Pope et al)

To see whether Town Meeting would recommend to the Trustees of the Jones Library, Inc., that they preserve in its entirety the Kinsey Memorial Garden, and that they authorize a Kinsey Garden Committee of horticultural experts and experienced gardeners, analogous to the Library's Burnett Gallery Committee of artists, to maintain and oversee the Kinsey Garden.

NO RECOMMENDATION by Finance Committee vote of 7-0.

ARTICLE 42. General Petition – Removal of Kendrick Park from Facilities Capital Plan (Burkart et al)

To see if the Town will vote to request that the Joint Capital Planning Committee delete from the FY 20 "Facilities" component of its five-year General Fund Capital Plan the proposed \$3.25 million dollar expenditure labeled "Kendrick Park."

NO RECOMMENDATION by Finance Committee vote of 7-0.

The current Annual Town Meeting acts upon only projects planned for FY17. The capital plan for future years is an administrative document giving an indication of projects that may be needed or hoped for in subsequent fiscal years. The capital plan does not mandate such projects. In addition, the Kendrick Park project has already been moved out of the capital plan due to the need to fund more pressing capital needs.

ARTICLE 43. General Petition – Resolution for Open Government for Town Meeting (Collins et al)

OPEN GOVERNMENT FOR AMHERST TOWN MEETING

To see if the Town will vote to adopt the following resolution:

WHEREAS, Elected Members of Amherst Town Meeting are immune to conflict of interest and state ethics laws; and,

WHEREAS, the laws of Conduct of Public Officials apply only to "Municipal Employees", as defined by M.G.L. Chapter 268a Conduct of Public Officials and Employees, Section 1 Definitions, para. (g), as follows:

(g) "municipal employee," a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis, but excluding (1) elected members of a town meeting and (2) members of a charter commission established under Article LXXXIX of the Amendments to the Constitution.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with Open Government, the Town of Amherst through its Representative Town Meeting:

Asks that, in the Town of Amherst, Members of Town Meeting should no longer be excluded from M.G.L. Chapter 268a, under section 1 Definitions, Para. (g), and shall, henceforth, be regarded as "municipal employees" under this law, subject to the same rules of conduct as all other town officials.

NO RECOMMENDATION by Finance Committee vote of 7-0.

ANNUAL TOWN MEETING WARRANT ARTICLES

ARTICLE 44. General Petition – Resolution re House Bill 2584 (O'Connor et al)

To see if the town will vote the following Resolution regarding House No. 2584:

Whereas, Representative Stephen Kulik of the 1st Franklin District and ten other members of the Massachusetts House of Representatives have introduced House No. 2584, a bill relative to payments in lieu of taxation (PILOTs) by private, non-governmental non-profit organizations exempt from local property taxes on land, improvements (buildings) and personal property (equipment – fixed and moveable) directly related to their non-profit function; and,

Whereas, the town of Amherst is one of many Massachusetts municipalities which, in the face of diminishing state aid, has had to increasingly rely on its property tax base to support local schools and basic municipal services; and,

Whereas, the town of Amherst is one of numerous Massachusetts municipalities whose property tax base is negatively impacted by the presence of significant private non-governmental, non-profit institutions which have failed to come to agreement with their host municipalities to make reasonable, municipal general fund payments in lieu of taxes (PILOTs) on land, improvements (buildings) and personal property (equipment – fixed and moveable) directly related to their non-profit functions; and,

Now, Therefore, Be It Resolved, that the Amherst Representative Town Meeting expresses its support for House No. 2584 or similar successor legislation, presently sponsored by Representative Kulik and other, and asks: 1) our State Senator and our State Representative to sponsor, support and vote for House No. 2584 and/or a similar successor bill; 2) the General Court's Joint Committee on Revenue to hold hearings on House No. 2584 and/or any similar successor bill and, thereafter, give due consideration to reporting House No. 2584 or such successor bill out of committee with the recommendation that House No. 2584 or such successor bill "Ought to Pass;" and 3) that, when House No. 2584 or successor legislation is presented to Governor Charles Baker for his signature by the votes of the House and Senate, that he sign said bill;

And, Further, Be It Resolved, that upon passage of this resolution and the dissolution of this town meeting, that the Town Clerk report in writing the results of the vote on the above resolution to our State Senator, to our State Representative, to the co-chairs and members of the Joint Committee on Revenue, and to Governor Charles Baker.

RECOMMENDED by Finance Committee vote of 5 in favor, 2 opposed.

House Bill 2584 is part of the Massachusetts Municipal Association (MMA) legislative package, filed by Representative Stephen Kulik and others on behalf of the Association. The legislation would require tax-exempt organizations to make payments in lieu of taxes (PILOT) equal to 25% of the amount that would be paid if the property were not exempt from taxation. The PILOT arrangement is contingent on local acceptance and allows for in-kind or other contributions to the community to be counted against what the organization would owe. The bill was sent to the Committee on Revenue for study, so no vote is expected in this legislative session. A majority of the Finance Committee supported the concept contained in the legislation. One member did not want to make a recommendation since the bill is tied up in committee and thus is essentially dead for the year. Another committee member questioned whether the Town should support a bill including what he felt was an arbitrary payment requirement.

The text of the bill is at: <https://malegislature.gov/Bills/189/House/H2584>

ARTICLE 45. General Petition – Resolution on Amherst College's Divestment from Fossil Fuels (Kugel et al)

To see if the Town will vote to adopt the following Resolution endorsing Amherst College's divestment from fossil fuels:

WHEREAS climate change poses an urgent threat to the planet and human society;

WHEREAS the use of fossil fuels is the primary cause of climate change;

WHEREAS investment in the fossil fuel industry bolsters the continued use of fossil fuels;

WHEREAS divestment from fossil fuels financially and morally withdraws support from the industry;

WHEREAS the Amherst College Board of Trustees has denied a petition supported by students, faculty, and alumni to divest;

WHEREAS Amherst College is an integral part of the Amherst town community and a national leader in higher education;

ANNUAL TOWN MEETING WARRANT ARTICLES

WHEREAS in November 2013 the Amherst Town Meeting approved a resolution calling for the town and the Hampshire County Retirement Board to review and identify holdings in fossil fuel companies and to preclude any new investments;

WHEREAS this resolution was successful in securing the town's divestment from fossil fuels;

THEREFORE the town of Amherst through its Representative Town Meeting endorses Amherst College's divestment from fossil fuels, in order that the College will join the institutions that have already divested and leverage its national reputation to promote divestment.

NO RECOMMENDATION by Finance Committee vote of 7-0.

APPENDICES

76
FINANCE COMMITTEE REPORT – FY17
APPENDIX A

DEBT OBLIGATIONS FY 2017 - FY 2023

Issue	Maturity Date	FY 2017 Projected	FY 2018 Projected	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 23 Projected	Future Periods
General Fund Municipal Debt:									
Town Hall Refunding	FY 16								0
Crocker Farm School	FY 19	209,325	198,550	192,850					0
Town Hall Exterior (GF)	FY 20	31,150	30,349	29,540	28,560	0			0
Bangs Community Center Roof/HVAC	FY 20	55,069	53,708	52,223	50,490	0			0
Road Improvements, FY 2012	FY 21	513,563	500,625	487,125	473,625	458,438	0		
South Amherst School Roof Repair and Renovation	FY 22	22,700	22,100	16,500	16,050	15,600	15,300		0
Portable Classroom Purchase	FY 19	27,250	26,500	25,750	0				
APD Comm Equipment	FY 18	26,125	25,375	0					
Central Fire Station Renovations	FY 24	21,804	21,252	20,700	20,148	19,596	19,044	18,584	0
DPW Sander	FY 18	31,350	30,450	0					
Trees, 2013	FY 18	63,954	62,118	0					
Roads 2013	FY 24	118,500	115,500	112,500	109,500	106,500	103,500	101,000	0
Trees, 2014	FY 19	64,872	63,648	62,424	0				
DPW Trucks, 5 yrs	FY 19	90,100	88,400	86,700	0				
AFD Pumper Truck	FY 24	47,200	46,400	45,600	44,800	44,000	43,200	42,400	41,200
East ST School Renovations	FY 25	92,400	88,900	85,400	82,600	79,800	77,000	74,200	144,200
Wildwood Feasibility Study (31.6%)	FY 18	179,546	108,853	0					
2 Mowers	FY 18	47,632	46,716	0					
Loader	FY 18	64,134	62,900	0					
APD Radio Equipment	FY 19	37,100	41,600	40,800	0				
Subtotal Municipal Debt		1,743,774	1,633,944	1,258,112	825,773	723,934	258,044	236,184	185,400
Regional School District Debt (Amherst Share):									
Capital Projects of '13-'15 w/ HS Addition Refi	FY 26	284,355	231,893	193,165	182,940	176,636	171,908	168,755	483,455
Subtotal Regional School District Debt		284,355	231,893	193,165	182,940	176,636	171,908	168,755	483,455
CPA Fund Debt									
CPA66% Plum Brook	FY 15								
CPA\$225k Town Hall	FY 20	25,031	24,413	23,738	22,950				
Hawthorne Land Acquisition	FY 21	57,063	55,625	54,125	52,625	50,938	0		
Housing authority co-project	FY 22	40,600	39,550	38,500	37,450	36,400	35,700	0	0
S. East St Land acquisition	FY 24	7,080	6,960	6,840	6,720	6,600	6,480	6,360	6,180
Ann Whalen Unit Preservation (Housing)	FY 24	12,980	12,760	12,540	12,320	12,100	11,880	11,660	11,330
Rolling Green Unit Preservation (Housing)	FY 25	170,600	164,100	157,600	152,400	147,200	142,000	136,800	215,800
Subtotal CPA Fund Debt		313,354	303,408	293,343	284,465	253,238	196,060	154,820	233,310
TOTAL GENERAL FUND DEBT		2,341,483	2,169,244	1,744,619	1,293,178	1,153,807	626,012	559,759	902,165
Water Fund Debt									
Centennial WTP Improvements	FY 32	278,850	272,850	266,850	260,850	254,850	250,850	246,850	2,026,350
Pine St Extensions	FY 34	76,250	75,250	74,250	73,250	72,250	71,250	70,250	668,125
TOTAL WATER FUND DEBT		355,100	348,100	341,100	334,100	327,100	322,100	317,100	2,694,475
Sewer Fund Debt									
Sewer Extensions, 2012 and 2013	FY 33	305,392	298,780	288,425	281,927	275,429	269,031	253,666	2,235,000
Pine St Extensions	FY 34	73,218	72,282	71,346	70,610	70,550	70,490	70,430	671,215
TOTAL SEWER FUND DEBT		378,610	371,062	359,771	352,537	345,979	339,521	324,096	2,906,215
Transportation Fund Debt									
Boltwood Parking Garage Refunding	FY 20	55,125	48,825	47,475	45,900	0			
Amity Lot, Crosswalk & HP ramp	FY 21	44,000	43,200	42,400	41,600	40,800	0		
TOTAL TRANSPORTATION FUND DEBT		99,125	92,025	89,875	87,500	40,800	0	0	0
TOTAL ENTERPRISE FUND DEBT		832,835	811,187	790,746	780,137	718,879	665,621	644,196	5,600,690
TOTAL DEBT (ALL FUNDS)		3,174,318	2,980,431	2,535,365	2,073,315	1,872,686	1,291,633	1,203,955	6,502,855

FINANCE COMMITTEE REPORT – FY17

APPENDIX B**FY17 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS
ALLOCATED TO DEPARTMENTS**

	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY 17 Fin Com	Change FY 16 -17	Percent Change
General Government	\$ 3,721,683	3,924,124	3,985,581	4,125,682	4,596,131	470,449	11.4%
Public Safety	\$ 10,401,799	10,699,863	11,137,756	11,473,626	11,642,835	169,209	1.5%
Public Works	\$ 2,359,097	2,472,708	2,407,242	2,503,055	2,541,411	38,356	1.5%
Planning, Conservation & Inspections	\$ 1,105,629	1,228,196	1,374,367	1,535,973	1,528,178	(7,795)	-0.5%
Community Services	\$ 1,994,986	2,045,301	2,167,980	2,066,412	2,098,406	31,994	1.5%
TOTAL APPROPRIATION	\$ 19,583,194	20,370,192	21,072,926	21,704,749	22,406,961	702,212	3.2%

	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY 17 Fin Com	Change FY 16 -17	Percent Change
Select Board/Town Manager	\$ 298,515	305,127	314,259	407,218	420,596	13,378	3.3%
Town Meeting/Finance Committee	\$ 800	1,900	1,900	1,900	3,300	1,400	73.7%
Finance Department	\$ 1,069,085	1,082,796	1,104,875	1,125,987	1,123,609	(2,378)	-0.2%
Legal Services	\$ 110,000	110,000	110,000	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$ 200,209	183,045	198,688	234,969	234,119	(851)	-0.4%
Information Technology	\$ 543,407	551,963	562,587	562,824	562,929	105	0.0%
Town Clerk's Office	\$ 192,891	219,033	222,840	249,685	241,212	(8,473)	-3.4%
Elections & Registration	\$ 52,025	27,975	47,613	41,325	46,990	5,665	13.7%
Facilities Maintenance	\$ 537,970	553,183	567,088	566,913	577,115	10,202	1.8%
General Services	\$ 372,849	385,349	405,983	418,171	430,692	12,521	3.0%
SUBTOTAL	\$ 3,377,751	3,420,371	3,535,833	3,718,992	3,750,562	31,570	0.8%
Employee Pay/Benefits	\$ 343,932	503,753	449,748	406,690	845,569	438,879	107.9%
TOTAL APPROPRIATION	\$ 3,721,683	3,924,124	3,985,581	4,125,682	4,596,131	470,449	11.4%

	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY 17 Fin Com	Change FY 16 -17	Percent Change
Police Facility	\$ 195,463	196,488	197,592	223,587	233,216	9,629	4.3%
Police	\$ 4,740,647	4,877,637	5,045,541	5,250,243	5,386,950	136,707	2.6%
Fire/EMS	\$ 4,703,339	4,844,603	5,076,937	5,187,738	5,214,972	27,234	0.5%
Communications Center	\$ 702,133	719,958	755,471	748,424	744,154	(4,270)	-0.6%
Animal Welfare	\$ 60,217	61,177	62,215	63,634	63,543	(91)	-0.1%
TOTAL APPROPRIATION	\$ 10,401,799	10,699,863	11,137,756	11,473,626	11,642,835	169,209	1.5%

	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY 17 Fin Com	Change FY 16 -17	Percent Change
Public Works Administration	\$ 363,270	350,603	365,525	420,859	419,705	(1,154)	-0.3%
Highway	\$ 715,504	774,174	803,218	806,628	867,866	61,238	7.6%
Snow & Ice Removal	\$ 280,410	390,410	280,410	280,410	280,410	0	0.0%
Street & Traffic Lights	\$ 139,650	99,650	99,650	99,650	99,650	0	0.0%
Equipment Maintenance	\$ 265,821	268,003	287,417	286,461	296,951	10,490	3.7%
Tree and Grounds Maintenance	\$ 594,442	589,868	571,022	609,047	576,829	(32,218)	-5.3%
TOTAL APPROPRIATION	\$ 2,359,097	2,472,708	2,407,242	2,503,055	2,541,411	38,356	1.5%

78
FINANCE COMMITTEE REPORT – FY17
APPENDIX B

**FY16 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS
 ALLOCATED TO DEPARTMENTS**

	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY 17 Fin Com	Change FY 16 -17	Percent Change
Conservation	\$ 323,725	336,304	366,989	386,092	397,547	11,455	3.0%
Planning	\$ 331,306	337,978	382,320	401,997	405,834	3,837	1.0%
Inspection Services	\$ 450,598	553,914	625,058	747,884	724,797	(23,088)	-3.1%
TOTAL APPROPRIATION	\$ 1,105,629	1,228,196	1,374,367	1,535,973	1,528,178	(7,795)	-0.5%

	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY 17 Fin Com	Change FY 16 -17	Percent Change
Public Health	\$ 374,548	383,255	378,617	249,473	250,676	1,203	0.5%
Senior Center	\$ 255,979	260,319	266,424	269,591	285,336	15,745	5.8%
Veterans' Serv. & Benefits	\$ 294,369	319,369	330,769	330,769	330,769	0	0.0%
Social Services			125,000	20,000	20,000	0	0.0%
Leisure Services & S.E.	\$ 626,098	627,545	611,187	738,678	745,673	6,995	0.9%
Pools	\$ 192,011	194,557	194,669	193,409	205,497	12,088	6.2%
Golf Course	\$ 251,981	260,256	261,314	264,492	260,456	(4,036)	-1.5%
TOTAL APPROPRIATION	\$ 1,994,986	2,045,301	2,167,980	2,066,412	2,098,406	31,994	1.5%

APPENDIX C

GLOSSARY

These definitions explain the meaning of some terms frequently used at Amherst Town Meeting as the terms apply to Amherst government.

Appropriation - The authorization by Town Meeting of an expenditure for a specified purpose using money from one or more specified sources (taxation, borrowing, grants, etc.). In most cases, a simple majority vote is required; authorization to borrow and appropriations from the Stabilization Fund require a two-thirds vote.

If the expenditure turns out to be less than the appropriation, the remainder is called an appropriation balance. An appropriation balance from a specific project or use can be made available for similar or related purposes by subsequent votes of appropriation transfers. Appropriation balances in the General Fund which stem from the Town's operating budget revert to Free Cash at the end of the fiscal year.

Capital expenditure exclusion - See "Exclusions".

Capital plan - A list of proposed expenditures and funding sources for needs such as land acquisition, construction, major equipment and maintenance, and other special projects that add to the value of the Town's assets.

Cherry Sheet - The official notification from the State of the amounts and types of aid the State will provide to each municipality in a fiscal year, and the amounts each municipality must pay the State and regional entities for a variety of services provided. The document is called a "cherry sheet" because it comes on pink paper.

COLA - Cost of living adjustment.

Contingent appropriation - An appropriation voted by Town Meeting that becomes effective only if the amount is approved in a Proposition 2 1/2 override election.

Debt exclusion - See "Exclusions".

Enterprise fund - A fund established to provide specific services. The state allows enterprise funds only for water, sewer, solid waste, hospital, recreation services, and transportation. Amherst has five: water, sewer, solid waste, golf course, and transportation. Both the costs and the revenues of the enterprise are segregated from other finances of the Town. The costs of the operation are intended to be financed totally or primarily from user charges. Surplus funds, called unreserved retained earnings, may accumulate in the fund for future use by the enterprise. Surpluses result primarily from revenues in excess of estimates and from unexpended appropriations.

Excess taxing capacity - The difference between actual real and personal property taxes levied in any given year and the amount authorized to be assessed under Proposition 2 1/2.

Exclusions - Exclusions allow, by referendum, an increase in the amount of property taxes which a community may levy, for a limited period of time, and only for capital purposes. The revenue is in addition to the levy limit, but it neither increases the levy limit nor becomes part of the base for calculating levy limits of future years. "Capital purposes," in this context, are those for which the Town is authorized to borrow under Massachusetts General Laws, Chapter. 44, sections 7 and 8. Generally, this includes public building and public works projects and land and equipment acquisitions.

The money to pay for these projects is authorized by Town Meeting, but only the Select Board, by a two-thirds majority, can place exclusion questions on the ballot to raise money by increasing the levy.

Capital expenditure exclusion - A one-year increase in the levy limit approved by the voters in a referendum for the purpose of funding a capital project. The referendum question defines the project, states the maximum amount of the exclusion, and specifies the fiscal year in which the payment will occur.

Debt exclusion - A temporary increase in the levy limit approved by the voters in a referendum for the purpose of funding a capital project by means of debt. Both principal and interest are excluded from the levy limit until the debt is retired. The referendum question defines the project, but it does not state the amount of money to be excluded or the years of debt payments. (Estimated amounts are publicized prior to the referendum.)

APPENDIX C

GLOSSARY

Free Cash - The unreserved, undesignated fund balance of the General Fund that accumulates from revenues collected in excess of estimates and from unexpended appropriation balances. These are the only sources of Free Cash; money cannot be appropriated to Free Cash. The amount is calculated and certified by the state's Department of Revenue each year as of July 1, the first day of the fiscal year. Free Cash may be spent by Town Meeting appropriation only, by majority vote.

General Fund - The general operating fund of the Town. It includes revenues from taxation, general state aid, school aid, and all other financial resources that are not held for specific purposes. Expenditures from this fund may be for any purpose for which a municipality may legally appropriate funds. Enterprise Fund money is not part of the General Fund.

Levy - *Verb*: To impose a tax. *Noun*: The total amount of real and personal property taxes assessed in any given year, referred to as "the levy".

Levy ceiling - The limit imposed by Proposition 2 1/2 which equals 2 1/2% of the total full and fair cash value of all property in the Town. The levy may not exceed this amount; taxpayers may not vote a higher amount in an override. The levy ceiling is equal to a tax rate of \$25 per \$1,000 of valuation.

Levy limit - The amount that a town may raise in taxes each year without approval by the voters in a referendum. The levy limit is the prior year's limit plus 2 1/2% of that amount plus an amount approved by the state that resulted from "new growth".

Referenda of two types may be used to increase the limit: override and exclusion.
These are defined elsewhere in this list.

New growth - The increased value in a given year of new development and other growth in the tax base that is not the result of revaluation. Included are physical additions or improvements to taxable property, exempt real property returned to the tax roll, new personal property, and new subdivision parcels and condominium conversions. New growth of one year becomes part of the base for calculating the next year's levy limit.

Overlay / reserve for abatements and exemptions - Tax abatements and exemptions are allowed for a variety of reasons specified in the Massachusetts General Laws. At the time the levy is assessed, the amount of qualifying abatements that will be granted is not determinable; therefore an amount of money must be set aside to provide for these abatements. If at the end of a fiscal year a balance remains in the reserve and the Assessors determine that no further claims are pending, the amount remaining may be reappropriated for other purposes or closed to Free Cash.

Override - A permanent increase in the levy limit approved by the voters in a referendum. The increase becomes part of the base for calculating levy limits of future years.

An override ballot question requests funding for expenses that are expected to continue into the future. The purpose stated in the question may be broad (for example, "general operating expenses") or narrow (for example, "two fire fighters"). The amount of money is also stated in the question, along with the fiscal year in which the increase is to become effective. Money from an override is earmarked for the purpose stated in the ballot question in the first year the override is in effect. Funding for this purpose can be expected to continue, even though, in subsequent years, the money is considered to be an undifferentiated part of the General Fund.

Overrides may be structured in any of three forms: a single ballot question stating a single purpose and related amount of money; a "pyramid" consisting of two or more separate ballot questions stating the same purpose but different amounts of money in each question; or a "menu" of separate questions, each stating a different purpose along with its related amount of money.

Override questions can be put on the ballot only by majority vote of the Select Board. The form of the override and the wording of the question or questions is also determined by the Select Board.

Reserve Fund - An account voted annually by Town Meeting to be used for extraordinary and unforeseen expenses that may occur during a fiscal year. The appropriation may not exceed 5% of the previous year's tax levy. Transfers from this fund are made by majority vote of the Finance Committee.

APPENDIX C

GLOSSARY

Reserves - Money accumulated for future expenditure. Free Cash and the Stabilization Fund are general reserves that may be used for a wide variety of purposes. Some reserves are available only for restricted purposes, for example, the Ambulance Account, the Conservation Fund, the Parking Meter Receipt Account, and the Sale of Real Estate Account.

Revolving Fund - A special purpose account that accumulates revenues based on charges for services and from which expenditures are made without Town Meeting appropriation for uses for which the revenue was collected. The purposes for which the Massachusetts General Laws authorize such accounts to be established are recreation, adult education, and school lunch. These funds differ from enterprise funds in that they do not accumulate and capitalize assets, there are restrictions on the size of fund balances they may retain from year to year, and some restrictions are placed on the purposes for which funds may be expended.

Stabilization Fund - An account established to save funds for future needs. Town Meeting may appropriate funds to the account, subject to limits imposed by state law. Transfers from the account may be made at Annual or Special Town Meetings for any lawful purposes. A two-thirds vote of Town Meeting is required to transfer money out of the fund. The state originally limited use of this fund to capital purposes only, a restriction that no longer exists.